



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

TUESDAY
May 3, 2016
7:00 p.m.

AGENDA

*Estimated
time*

- 7:00 1. **CALL TO ORDER**
- a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVE AGENDA** contents and order
3. **APPROVE MINUTES** of the meetings of April 19, 2016
- a. Workshop (P.1)
 - b. Regular Meeting (P.7)
- 7:05 4. **CITIZEN COMMENTS** - *Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.*
5. **ACTION ITEMS**
- 7:15 a. **AUTHORIZE** City Manager to Sign a Professional Services Agreement with Kinnamon Communications for Website Content Usability and Training (P.19)
- 7:25 b. **AUTHORIZE** City Manager to Sign a Sales Agreement with CivicPlus to add CivicMobile App and to Expedite Website Redesign (P.35)
- 7:35 c. **AUTHORIZE** City Manager to Sign an Interlocal and an Easement Agreement Involving the Joint-owned City/Fire District 4 Property at 427 Maple Avenue (P.43)

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6. **DISCUSSION ITEMS**
- 7:50 a. Open Government Opinion Research (P.55)
- 8:05 b. Solid Waste Contract – Survey Results (P.67)
- 8:20 7. **CONSENT ITEMS**
- a. **AUTHORIZE** payment of claim warrants #58567 through #58662 in the amount of \$609,712.00 , and payroll checks 14967 through 14987 in the amount of \$445,992.50 issued since the last regular meeting (P.87)
- b. **AUTHORIZE** City Manager to Sign a Special Event Permit and Contract for the Kla Ha Ya Days Festival (P.99)
- 8:25 8. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:35 9. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 8:45 10. **MANAGER’S COMMENTS**
- 8:55 11. **MAYOR’S COMMENTS**
- 9:05 12. **ADJOURN**

NEXT MEETING: Tuesday, May 17, 2016, workshop at 6 p.m., regular meeting at 7 p.m., in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

The City Council Chambers are ADA accessible. Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115.

This organization is an Equal Opportunity Provider.

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Snohomish City Council Workshop Minutes April 19, 2016

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council workshop to order at 6:00 p.m., Tuesday, April 19, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

Derrick Burke
Karen Guzak, Mayor
Tom Hamilton
Dean Randall
Michael Rohrscheib
Lynn Schilaty
Zach Wilde

STAFF PRESENT

Larry Bauman, City Manager
Jennifer Olson, Finance Director
Steve Schuller, Public Works Director
John Flood, Police Chief
Pat Adams, City Clerk
Debbie Emge, Economic Development Manager

2. **DISCUSSION ITEM** – Financial Management Policy and Five-Year Financial Plan – Expenditure Section

Ms. Olson explained the purpose of this workshop is for a discussion on the proposed Financial Management Policy concerning expenditures. Council has previously discussed reserves and revenues. Council will be focusing on the purpose, objectives and procurement controls associated with the expenditures policy. It's important to have those components in the Financial Policy, but there will also be a preview of some upcoming policy sections related to Operating and Capital Budget Guidelines. She stated this will help the Council prepare to address the five-year financial plan. She will also review high level financial indicators related to revenues, which will help set the stage for the next policy discussion.

Ms. Olson discussed the five-year General Fund outlook. She pointed out that the budgeted revenues versus actual revenues shown in the spreadsheets are an estimation of forecasted revenues in 2016. During the Council's second meeting in May, the budget amendments will be presented and will be closer to the estimated revenue target. For expenditures, the current adopted budget is \$8.8 million. When Council last reviewed the outlook, staff was estimating that there would be budget reductions. However, staff recommends at this point, keeping the budget at \$8.8 million. This ultimately changes the end of year performance. The City will have an actual operating margin which is positive. However, over time there will be a shift in reserves that are based on expenditures as they begin to decline. Expenditures are still in the proposed reserves target range of 15-20% as discussed at the past Council workshop, but that will start to change. The City is still cautious on the revenue side as expenditures continue to exceed the revenue sources.

Ms. Olson discussed the Expenditure Policy. She explained the policy framework is set for expected levels of integrity and transparency on how the City spends money.

A comprehensive Financial Management Policy should include guidelines that focus on efficiency improvements, procurement authority and methods of purchasing. The proposed expenditure policy speaks to topics related to objectives, procurement standards, authorization and accountability. There is a new purchasing threshold matrix and related to

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the purchasing thresholds are procedures, efficiencies and outsourcing. There are also proposed expenditure objectives, one of which is to support local businesses.

Councilmember Burke wanted to review the draft language related to bids and the bonding requirements. He thinks the provisions are so strict they push out the smaller companies who can't afford the bonding requirements.

Ms. Olson discussed the procurement standards. She stated guidelines for the procurement standards are typical. This ensures the City Council and staff follow City, State and Federal regulations and purchases are not made because of an employee's position for personal profit or gain. She further addressed the Procurement Authorization and Accountability sections of the policy. These sections ensure staff follows administrative procedures. This is where the approval of warrants is recognized pursuant to RCW, and acknowledges the City understands and will follow State law and designates the Auditing Officer as having the authorization to review and ensure that all procurement procedures are in place and followed.

Mayor Guzak asked if the State Auditors track warrants.

Ms. Olson acknowledged State Auditors do track and test internal controls and ensure purchasing thresholds have been followed according to policy.

Ms. Olson discussed levels of procurement authority. She noted current policy authorized the City Manager to execute Professional Services Agreements and minor contracts up to \$15,000. She proposed new thresholds which would increase the procurement level of authority by the City Manager from \$15,000 to \$30,000. She presented a proposed matrix showing new purchasing amounts and asked for Council direction. Specifically, related to the new policy increasing the City Manager's purchasing authority from \$15K to \$30K on contract terms not to exceed one year. She emphasized this change does not mean that contracts would be executed in secret and is not audited. Contracts would still be subject to all administrative, internal and budgetary controls. It just allows for additional flexibility in purchasing activities. Staff will use the purchasing threshold matrix on a regular basis. Management frequently questions finance staff on allowed purchasing limits and procedures. The policy clearly defines the dollar amount for purchases.

Mayor Guzak noted the \$15,000 threshold has been in place for many years and the financial environment has changed. She is not opposed to raising the limit. Most professional services agreements have been previously discussed with Council and are subject to best practices.

Mr. Bauman stated the advantages would be a greater ability to execute contracts and eliminate the necessity to take additional time to bring them all before Council. He noted it's not often that would be necessary. However, if the contract is under his threshold and he believed it would be of interest to the Council, he would continue to bring it to the Council to keep them informed. He stated it's not an authorization level which he utilized frequently.

Councilmember Randall questioned verbal quotes at \$500 to \$5,000. He stated in his experience when he goes out to obtain prices, he is emailed quotes. He wanted to know why there would be verbal quotes.

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Ms. Olson agreed it was a good point. She stated language would be added that verbal quotes would be documented. This would also assist the auditors if there are any questions regarding a purchase.

Mayor Guzak agreed and directed the word verbal be struck from the policy.

Councilmember Schilaty questioned flexibility versus accountability to the community. She would like to strike a balance and asked Ms. Olson for her thoughts.

Ms. Olson stated any purchase, whether it's \$1.00 or \$1 million requires the expected documentation which is a part of the internal control process. This is a method to allow flexibility within different levels of purchasing. The proposal shows typical thresholds that other communities use. This is a way to have segregation in the documentation that is required. It doesn't remove the requirement to have some level of documentation on any purchase. The City wants to ensure that all purchases are legitimate and they follow proper protocols.

Councilmember Hamilton wanted clarification on the types of purchases being discussed. He wanted to know if the City Shop needed something and the City wants them to purchase locally at McDaniel's or go to Home Depot for the same thing, would staff be required to obtain written quotes from both vendors. He wants accountability but doesn't want a burdensome process.

Councilmember Burke stated there is a lot of great things on eBay. You can obtain items for next to nothing.

Mayor Guzak noted if purchases were made off of eBay, obtaining two or three quotes wouldn't work well. She reviewed the purchasing matrix threshold from \$500 to \$5,000. She noted those purchases are authorized by the Department Manager and purchases over \$5,000 to \$30,000 required authorization by the Department Manager and the Department Director with two written quotes. She referenced the recent purchase of the City Hall conference room television for approximately \$2,000. She is sure staff shopped around to get the best deal.

Councilmember Burke asked if the City could develop a different matrix for different types of purchases. That might offer some flexibility with the ability to shop locally.

Ms. Olson responded it would result in the same process and documentation the City must adhere to for proper internal controls and reconciling.

Mr. Bauman stated none of these costs are invisible. Purchases are all shown on the warrants register and subject to questions prior to Council authorization and approval.

Mr. Schuller stated in addition to the City's internal controls, small public works purchasing has a State process to adhere to as well.

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Mayor Guzak asked which is most efficient for the \$500 to \$5,000 purchases, two or three verbal or no quotes.

Ms. Olson replied presently it's easy to cost compare on Amazon. If staff can't find something locally at a competitive price, then two or three verbal quotes would typically involve keeping notes in a purchasing file. Staff can document this on an invoice. Authorized employees can add that level of detail, so if there is ever a question they can note that they checked with XYZ Company on the purchase. That's what Finance staff looks for when following the threshold policy. The higher end purchases at \$3,000 to \$4,000, like the television purchase, resulted in the IT Manager shopping for the best deal. On the invoice, quotes from other vendors are documented in the file. When the invoices are reviewed, the comparisons are readily available.

Mayor Guzak clarified the City is looking for two or three documented verbal quotes to provide a record of the purchase, and suggested changing the language to documented quotes.

She noted all purchases over \$65,000 are controlled by State law, and a sealed bid process must be utilized.

Ms. Olson reviewed another section of the Expenditure Policy related to purchasing controls and methods. The adopted budget shows the City Manager and Department Managers as responsible for ensuring expenditures are within budget. The City is considering expanding the purchasing card program. One of the procedures in place now is open accounts. Any staff member can go in and charge something. The purchasing card is similar to that. However, it has a higher level of control and responsibility to the employee provided the card and authorized to make purchases on behalf of the City. An employee provided with a purchasing card is required to sign an affidavit which acknowledges the credit card and all the associated responsibilities. There are a lot of controls accompanying the purchasing card program. The reward is in the form of rebates. The more City staff uses the purchasing card program, the higher the rebates, which is a small revenue source. Use of the card also provides a way to minimize bank fees, maintain the same level of control and provide an electronic tracking system which helps improve efficiencies.

Mayor Guzak feels expanding the purchasing card program is reasonable. She stated currently the City has an open account at McDaniel's. This is a way for staff to use a purchasing card and obtain documentation.

Ms. Olson confirmed with electronic transactions, Finance staff has the ability to obtain the purchasing information and see the transactions which provides better controls.

Mayor Guzak asked about the timing on implementing the purchase card program.

Ms. Olson replied once the Financial Management Policy is adopted by Council, staff will begin working on implementing any adopted changes and training City staff on those changes.

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Ms Olson continued with the next section which addressed efficiency objectives which the Council will set. This is an important part of the Financial Management Policy because Council will want to ensure that the City is delivering reliable services and programs to the community. The City wants to make sure that it's continually evaluating and analyzing its systems and delivery methods, which is a part of the administrative procedures. Investing in technology and capital investments to help reduce the cost of on-going maintenance is a proposed item in the efficiency section. Also, implementing a formal review with performance measures and maintaining the right balance between centralization and decentralization in managing the City support functions are all techniques to address efficiencies.

The final section addressed outsourcing. Ms. Olson explained outsourcing provides for an opportunity to deliver a service where the City can achieve some cost saving measures. However, the Council will want to ensure there is appropriate policy language acknowledging the bargaining units and the need to discuss any potential impacts of outsourcing with the bargaining unit.

Ms. Olson stated the Operating and Capital Budgets are the primary framework that defines the levels and types of services and programs the City delivers. It is important for the Council to look at the proposed budget principles that are identified in the new policy. This is where staff needs guidance on how budgets should be developed linking the Financial Plan to the Strategic Plan and how the City prioritizes services. The Council will also need to guide staff on analyzing the cost of providing service levels and programs versus the community's ability to pay. Some of the important issues to discuss will be organizational structure, inflation impacts and any new services or programs.

Ms. Olson noted there is a separate section in the Expenditures Section of the Financial Management Policy regarding CIP. Capital improvements are a significant component of the overall budget development process. The capital budgets often need to align with the Strategic Plan. It is important the Council identify policy language that guides staff on how that fits in with the overall Strategic Plan objectives. The policy should define how projects are included within the six-year CIP. A comprehensive CIP will be discussed to include sections for transportation, parks, utilities and municipal facilities.

Ms. Olson addressed the five-year modeling and the need to identify and prioritize existing service levels and programs and to identify any new or expanding services or programs and to create the comprehensive CIP framework. Examples include discussions regarding the solid waste contract and the law enforcement contract services. Staff is looking at new civic engagement and communication initiatives that will become part of the budget and will compete with our parks maintenance, capital projects and other activities. It is important for staff to understand what scenarios the Council would like to see built into the new financial model.

Ms. Olson reviewed expenditures per capita. She stated the City had increasing per capita expenditures which can indicate the cost of providing services to the community are increasing, due to expenditures increasing faster than revenues. As staff reviews the five

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year outlook, it is seeing this trend. It is important to understand why it is happening. Is it happening because of inflation or is it the addition of new services? If there are increases in expenditures, does the City have a plan to look into that to determine why there is a disconnect between revenues and expenditures? These questions will need to be answered.

Ms. Olson presented a graph of Operating Deficits starting through the recession where operating deficits were high. The City is rebounding and the operating deficits are now positive. She stated the Council should be mindful of what the City needs to review on the five-year model. She stated an operating deficit isn't necessarily bad if there's a plan in place to bring it right back. Additionally, credit rating firms do consider operating deficits. If the City were to fund a capital project where the City would go out for a credit rating, the rating agencies would look at two consecutive years of operating deficits. Staff wants to be able to explain that and reference a plan. The City would have a stronger score with a plan in place. The size of the operating deficient is also important. A large deficient would require that we smooth out expenditures and ensure that revenues match expenditures.

Councilmember Burke questioned the revenue change at 1.5% per year and the expense change assumption of 3% on the five year outlook. He wants to know how staff is arriving at those assumptions.

Ms. Olson replied the current assumptions are primarily based on sales tax because it is the largest portion of the general fund source. There isn't another source that will allow for an increase higher than 1.5%. This is a cautionary approach. The five-year model may see an increase higher than 1.5%, but because this is mostly sales tax for the general fund, it is something to be very cautious about.

Mayor Guzak thanked Ms. Olson for her presentation and materials.

3. ADJOURN at 6:55 p.m.

APPROVED this 3rd day of May 2016

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk

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Snohomish City Council Meeting Minutes April 19, 2016

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council meeting to order at 7:00 p.m., Tuesday, April 19, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

Derrick Burke
Karen Guzak, Mayor
Tom Hamilton
Dean Randall
Michael Rohrscheib
Lynn Schilaty
Zach Wilde

STAFF PRESENT

Larry Bauman, City Manager
Emily Guilder, City Attorney
Jennifer Olson, Finance Director
Steve Schuller, Public Works Director
John Flood, Police Chief
Pat Adams, City Clerk
Debbie Emge, Economic Development Manager
Denise Johns, Project Manager

2. **APPROVE AGENDA** contents and order – no change.
3. **APPROVE** the minutes of the April 5, 2016 regular meeting.

MOTION by Burke, second by Hamilton to approve the minutes. The motion passed unanimously (7-0).

4. **CITIZEN COMMENTS** on items not on the Agenda

Mayor Guzak welcomed the citizens and explained there is a signup sheet available for citizen comments. Agenda cover sheets are also available on a table directly in front of the meeting room located in the hallway. As background, she introduced herself and the City Council as the City's elected councilmembers. She explained, the seven members make policy decisions and provide oversight and direction to City staff. The Mayor introduced City staff, which included the City Manager, City Attorney, Finance Director, Public Works Director, Police Chief and the City Clerk. She noted the Council is working on changing their policies and opening up the meeting to additional citizen comments. There are rules to assist in being timely. Citizens have three minutes to make comment. The Council would like citizens to provide their names and addresses. Citizen comments will begin with items not on the agenda. As Council proceeds through the agenda, citizen comments will be taken after staff presentation and Council questions, but before the Council's decision. Mayor Guzak will ask for citizen comments and questions but noted the Council does not seek an extended debate. If a point is raised that may require some additional discussion, she may bring it up under new business. Sometimes the Council will need to provide citizens with the information they seek at a later date. All seven councilmembers have individual viewpoints, and welcome all citizen comments and information. The Council is here to serve the citizens. Mayor Guzak mentioned citizen comments are not only accepted at Council meetings. Councilmembers and staff are also available by telephone and email. There are several ways for citizens to communicate.

Morgan Davis, 206 Avenue I, stated at the March 15 Council meeting, City Manager Bauman reported Ron Dotzauer's two focus group sessions were "disappointing." He stated Mr. Dotzauer used a focus group recruiter who was "not informed" and failed to make sure all the \$150 participants were actually City residents. Mr. Bauman reported he conducted the focus group sessions anyway and claimed he received great responses from the non-city

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residents. Mr. Bauman further reported he and Mr. Dotzauer are in the process of developing a proposal for individual phone interviews - kind of a back door survey that would “supplement” the focus group sessions. Mr. Bauman stated when all the research is complete, he expects a very interesting report. Mr. Davis stated he hopes so since taxpayers spent \$16,000. He requested under new business that Mr. Bauman be asked to provide an update or a progress report on Mr. Dotzauer’s latest work. The Tribune, Herald and City Friday Newsletters have failed to give any information to the public about Dotzauer’s latest efforts or even the cost to date. Specifically, he requested information on the methodology for selecting each \$150 focus group member and also the methodology for selecting the telephone survey interviewees. Mr. Davis then asked about the proposed new configuration of Harvey Airfield’s runway. He stated a surveyor was recently in his neighborhood marking trees to be removed so airplanes can fly lower especially between Avenues I and J. He noticed Dean Randall’s property next to him had some trees removed recently. There must be some idea of the new configuration for the runway. He said the Mayor claims the airplanes can’t fly over the wildlife refuge area because of bird strikes. That leaves the area west of Avenue D and east of Ludwig Road for take-offs and landings. He requested the Mayor ask Mr. Bauman and Councilmember Hamilton (if he’s still on the Master Planning Committee) under new business what really is going on at Harvey Airfield. The Master Planning Committee has been meeting since 2014. Surely, the Harveys have an idea of their new runway’s configuration. His neighborhood would like to know that configuration.

Mayor Guzak stated she would be pleased to bring Mr. Davis’ issues up under new business.

5. PRESENTATION – Snohomish County Tourism Bureau Annual Report

Amy Spain, Executive Director introduced Tourism Bureau staff members, Jennifer Bravo, Visitor Services Manager and Tammy Dunn, Sports Development Director. Ms. Spain stated tourism is economic development. She explained her presentation primarily references 2014 figures, as the 2015 numbers are not available until later this week. She can provide an update at that time. Ms. Spain noted visitors to Washington State spent \$19.5 billion in 2014, accounting for \$1.7 billion in local/state tax revenues while creating 163,450 jobs. Tourism is a job creator. She noted Washington still does not have a State Tourism Office. She clarified the Snohomish County Tourism Bureau does not and never did receive State general funds. The State Tourism Office was closed in 2011. In 2015, legislation was brought before the State Legislature in hopes of funding a statewide tourism program. The initiative was pulled before the vote because it appeared it would not get passage. It gave them more time to have direct conversations with legislators. An interim plan was put forth in 2016 and unfortunately, no funding was provided. The Washington State Tourism Alliance is a membership organization. The 2013 to 2015 budget was \$481,000, there are no dollars currently going toward the State Tourism program. Assuming their initiative will go forward as presented last year, there is an industry sector balance of five sectors which are determining their own assessment methods and it will be dedicated funds not coming out of the general fund, but an assessment from those business sectors. The proposal results in a \$7.5 million budget. In comparison with their competitors’ budgets, the \$7.5 million gets them in game. It doesn’t make them competitive and in fact, the State of Oregon had doubled their tourism funding for this year.

She provided a snapshot of overnight travelers to Washington State. On average, there are 2.2 people per travel party, they stay 2.5 nights and spend \$468 per travel party per day. In Snohomish County, it’s a bit lower travel party size at 2.0 people, but they stay almost 3 nights and outspend the Washington State visitor as a whole at \$512 per travel party per day in Snohomish County. Ms. Spain discussed the impact of travel on the local economy. The

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overnight stay is not just about hotel nights. A larger percentage of the visitor dollar amount goes to restaurants, transportation and retail outlets more than accommodations. In Snohomish County, over 10,000 people are directly employed by the tourism businesses and tourism generates almost \$20 million in local taxes that stays in Snohomish County.

Ms. Spain stated there was an increase in their website visitation by 3% and an 8% increase in their media coverage over the previous year. The Group Sales Department generated \$44 million of economic impact in both tentative and definite business at year end. The Visitor Information Centers served 38,000, including the center in Snohomish. Those served collectively, which includes the centers they manage as well as others such as the US Forest Service and the VICs managed by cities or chambers served a total of 107,000. The 2014 figures show a 5.7% increase over the previous year in total visitor spending. There was a decrease in hotel occupancy in 2015. There were 4 hotels open in 2014 and demand was fairly flat. However, it was good news they were not only able to hold their rates, but increase them a little bit. As hotel rooms fill in Seattle, it pushes visitors both north and south and south county hotels gain from that. Hotel-Motel tax collections were up 12.9%. Ms. Spain discussed advertising and noted the Tourism Bureau's advertising focus is to generate leads, support branding and communicate general interest in Snohomish County as a meeting and event destination. Her staff was very busy in 2015, and attended 22 trade shows and from those trade shows generated direct leads shared with all the hotels and attractions in the County. The Tourism Bureau went on 5 sales missions and invited their partners to also attend. Not only do they go out to find business, but they bring people in too. There were 15 familiarization tours bringing in group and meeting event planners as well as the media to show them Snohomish County attractions, meeting and event facilities.

Ms. Dunn spoke about sports marketing. She stated the economic impact derived from sports sales in 2015 was \$35.6 million. The City of Snohomish is well known for its lacrosse and soccer tournaments. The Snohomish Lacrosse Club and the Snohomish Youth Soccer Clubs host annual events. Fantastic and new in 2015 was the US Youth Soccer Region IV Presidents Cup. The event brought 120 youth, 13-17 boy's and girl's teams from 14 western states. The economic impact for that event alone was 4.5 million. The Snohomish County Sports Commission is the Sports Division of the Snohomish County Tourism Bureau. There is a Board of Directors and they provide resources and oversight for the sports sales staff and they represent the Parks Departments, School Districts, cities, local businesses and the hoteliers. She noted they received two awards last year for their sports marketing. One was the Sports Events Magazine Readers' Choice Award for exhibiting excellent creativity and professionalism in the sports tourism industry. This is their fifth time receiving the award. New in 2015 was a reward for Champions of Economic Impact in Sports Tourism. This was granted by Sports Destination Management Magazine in recognition of outstanding accomplishments for economic impact and in event planning. This is due to the Snohomish Youth Soccer Club hosting the US Youth Soccer Region IV President's Cup tournament. Ms. Dunn wanted to give a shout out to the Snohomish Youth Soccer Club. The club is a fantastic partner and they host wonderful soccer tournaments, including the President's Cup. It gives Snohomish the opportunity to host this type of event again. It truly establishes the City of Snohomish as a soccer community.

Ms. Spain wanted to recognize and thank City staff member, Economic Development Manager Debbie Emge and any other staff members involved in bringing the President's Cup to Snohomish. Ms. Emge met with the Tourism Bureau staff during the initial familiarization tours and helped secure the event. Ms. Spain also mentioned Tammy Dunn received two national awards in 2015. She received the National Association of Sports Commissions Game Changer Award and was the inaugural recipient of Women in Sports Tourism.

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Mayor Guzak congratulated Ms. Dunn on her accomplishments.

Ms. Spain discussed individual or leisure travel. The Tourism Bureau advertises in a variety of publications. They are moving more toward online advertising. Most print publications have an online version. In addition, they have placed banner ads and in 2016 some online videos. There are four electronic newsletters. Web visitation increased 3%. Additionally, there was 6,400 visits to the off season discount lodging program called Stay, Shop and Save – formerly, Rooms At Par. Both websites are very popular. There is a new East County Backroads Map, which highlights some backroads getting off of Highway 2, as well as a new hiking guide and an in-house piece for golfing in Snohomish County. There were 85,000 copies of the official spring/summer and fall/winter visitor's guides distributed. Media relations include bi-monthly issues of StoryLine. This is an electronic newsletter sent out to publications and travel writers. There are also press releases on a variety of topics and they host press familiarization tours in Snohomish County. There were also 56 articles published. This resulted in almost \$300,000 of free media coverage. Social media efforts are very active. There were three television ads aired focusing on Snohomish's aviation assets, outdoor adventure and shopping. The Visitor Information Center Program is familiar to Snohomish as a great partner on Avenue D and First Street, as well as locations in Lynnwood at the juncture of I-5 and 405, and most recently, in the Future of Flight and Boeing Tour at Paine Field. The Tourism Bureau is also implementing Strategic Tourism Plan initiatives approved by the County Council in 2011. The bureau has implemented traditional advertising in Alderwood Mall and ambient advertising, which involved placing some chairs and having a stack of visitor guides available where people were invited to come sit down and learn more about the County. They also have electronic kiosks at the Lynnwood Convention Center, Future of Flight and Boeing Tour and in the lobby at the Tulalip Resort. 76% of people who visited the Visitor Information Centers were from 50 miles away or more and 24% were from the local area, which included King and Skagit Counties. Ms. Spain discussed providing tourism education programs for small businesses and hospitality businesses, which included social media and traditional media. They also held a program on how to manage employee performance for small business owners. There are six video training programs available online and a monthly hot sheet that goes to hotel front desk managers, which is a listing of events taking place in the upcoming thirty days and given to their visitors. There are also the Tourism Industry Month Tours. Free tickets are secured to attractions or performances for the front line staff. This allows those staff members to attend the events and go to those attractions and share their experiences and information from personal knowledge when visitors have questions.

In summary, the Snohomish County Tourism Bureau had another great year. Although, occupancy was slightly down primarily due to a fourth quarter where there was a decline in Canadian visitors. The Canadian dollar dropped in value to the US dollar, so it was more expensive for Canadian visitors to travel here. Other than that, Snohomish County saw great visitation, increases in total visitor spending, website usage, media coverage and an increase in the economic impact from 2015.

Mayor Guzak stated the City is working on methods of communicating with its citizens, and their organization is an excellent resource for how to effectively communicate with people. She is excited to review their online and print communications.

Councilmember Burke asked about the tracking of participants in various sporting events and if she had any information to share on fisheries. He is interested in the recreational fishing industry and wanted to know if there is any preliminary information on what that will look like this year.

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Ms. Spain replied she does not have that information. However, the Sky Valley Chamber has coordinated a group that has been meeting for several years. Ms. Emge has been to a number of those meetings that bring together all the land owners, Fish and Wildlife, the US Forest Service, Snohomish County Parks and National Parks and they are providing information to that group about what's available, as well as opening and closures of forest service roads..

Councilmember Burke stated he would be interested in attending a meeting.

Ms. Emge will provide Councilmember Burke with information on upcoming meetings.

Councilmember Wilde commented to Ms. Dunn that he received great feedback from the NWAC tournament. He is the girls' basketball coach and the feedback he received from Larry and others is that she did a great job helping out.

Mayor Guzak thanked Ms. Spain and her staff for their presentation and stated the graphic design work on their materials is very impressive.

6. ACTION ITEMS:

- a. Advisory Measure November 2016 Ballot Prohibiting Fireworks – **PASS**
Resolution 1344

Mr. Bauman stated at the Council's March 1 meeting, it adopted a code change limiting fireworks discharge to July 4 only each year. This change will take effect in July 2017. At the same meeting, the City Council also confirmed its intentions to have a measure brought before it to consider placing an advisory ballot item on the 2016 general election allowing voters to indicate whether they would support a complete ban on the sale and discharge of fireworks. The purpose of this item is to consider Resolution 1344 and for the Council to take action. As Council is aware, there is State law that gives cities a wide range of date options which include sales and discharge on June 28; June 29 through July 3; and the Council code change which has been adopted for discharge only on July 4. For 2016, the code will remain unchanged and the sale and discharge of fireworks will be allowed between 9:00 a.m. and 10:00 p.m. on July 1, 2, 3 and 4th. The amended code will take effect in July 2017. The Resolution before the City Council would completely ban the sale, possession and discharge of fireworks on all dates during the year. As with other City sponsored ballot measures, if the Council adopts this resolution, the requirement is that the City would have to develop an explanatory statement for the measure on the general election and include committees for both pro and con arguments to be inserted into the voters pamphlet published by Snohomish County.

Mayor Guzak wanted to confirm that 65 out of 281 cities have completely banned fireworks.

Mr. Bauman confirmed that is correct.

MOTION by Randall, second by Rohrscheib that the City Council ADOPT Resolution 1344 to place an advisory measure on the General Election ballot for 2016 and seek voter response to the question of whether the sale, possession and discharge of fireworks should be banned.

Councilmember Hamilton stated he has been an advocate for the ban for a long period of

AGENDA ITEM 3b

time. He will not support this motion because he feels the Council could have taken lateral action on its own. However, he is pleased to see the Council moving in the right direction.

Councilmember Wilde stated based on the time already allotted for these discussions, and the fact that citizens have not shown up to support fireworks at any of these previous discussions, he is not in favor of the City spending money to put it on the ballot. He will not support the motion.

Councilmember Burke stated he personally enjoys fireworks. However, he thinks the time has come to consider a ban. He believes it is clear even if the City takes it up for an advisory vote it is only a matter of time before the entire State goes this way. He believes the City should move forward. Mr. Burke would be willing to write the con statement.

Councilmember Schilaty supports the advisory vote. She stated advisory votes are few and far in between and they are useful in assessing the values of the community. There is a patriotic attachment to fireworks and in trying to be better communicators with the community, this is a perfect time for this action and she supports the motion.

Mayor Guzak stated the advisory ballot is essential in working with the community and valuing the disparate opinions of community members and in determining where the majority of the community aligns. She supports the motion.

VOTE ON THE MOTION: The motion passed (4-3) with Burke, Hamilton and Wilde voting nay.

- b. Washington Wildlife and Recreation, Outdoor Recreation Account for Fischer Park Playground Redevelopment Project – **PASS** Resolution 1345

Ms. Johns stated the purpose of this item is for the City Council to review Resolution 1345 authorizing the City Manager to submit a grant application to the Washington Wildlife and Recreation Program for Fischer Park improvements, to execute a contract and provide matching funds. The Washington legislature created the Washington Wildlife and Recreation program in the 1990s for the purpose of acquiring recreation and habitat valued land and to develop recreation areas. The City's grant would fall under the "local parks" category. It's a very competitive grant program and it is specifically to develop active or passive parks. The grant application's soft deadline is May 2. After that, the Wildlife Advisory Board requests staff attend and personally present the City's project in mid-May. The final application is due in July 2016. The City will be notified of the application determination in July 2017. The Fischer Pocket Park was created in the mid-1990s, as a part of the development of the Fischer Residential Area. The equipment is original and is over 20 years old. Some of the pieces have been removed, including the drinking fountain. At the Parks Board meeting in March, staff presented information to the Board as well as members of the neighborhood who were present. The neighbors explained how the park is used and they recommended some improvements. Specifically, the picnic table is rarely used due its poor condition and asked that a weather shelter, bench and landscaping be added. Also, children stand in line to use the two swings, so additional swings were requested along with replacement of the drinking fountain. Final design of the park would be created as a result of additional public meetings. Capital projects are funded through the City's Capital Projects Fund Number 310. This project would be funded through the Washington Wildlife and Recreation Program grant and the City's matching funds derived from the Real Estate Excise Tax. Staff estimates the

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project to cost \$65,000. If successful with the grant application, a budget amendment will follow.

Mayor Guzak asked if the Park Board has reviewed the proposal in addition to a neighborhood meeting and citizen input noting how often the park is used and needed improvements.

Ms. Johns responded there is a quite a bit of interest from the neighborhood explaining how often this park is used. It's approximately the same size as Claytown Park, which is a very successful redeveloped park. The Park Board is aware of the interest in Fischer Park and will be reviewing the grant application at their next meeting.

Councilmember Burke asked if there is any chance if the grant is awarded it will be a percentage of the \$32,000.

Ms. Johns stated there was no mention of a percentage in the literature. They review the City's estimate and they expect a match. The City will pay the invoices upfront and will then be reimbursed. There is no lump sum payout.

Morgan Davis, 206 Avenue I, supports the City spending a total of \$65,000 for the pocket park improvements, including \$32,500 in grants. He noted Ms. Johns, Parks Project Manager has requested citizens submit suggested names for City parks. He asked if Fischer Park was named after the developer George Fischer - the Denny and Kendall plat developer.

Mayor Guzak responded she did not know.

Mr. Davis stated he already submitted two names for the 20-acre boat launch property for consideration. He would like to submit another name for the Hal Moe Pool, Skateboard and Boys and Girls Club sites. Simply, City of Snohomish Historical Averill Field Park. He stated the Hal Moe name is on a billboard on Second Street in front of the Boys and Girls Club. That is wrong. It should be Averill Field Park.

Mayor Guzak stated Mr. Davis is off topic. The discussion is about Fischer Park.

Mr. Davis asked if Fischer Park is named after the developer George Fischer, the one that was involved in the fiasco of the Denny and Kendall plat where they didn't pay the fees and the citizens were held responsible for it, and of which was on the front page of The Herald. He noted a citizen was appointed to name these parks. One person in the whole City, instead of submitting the names out to the public and then have the Council vote on it. He assumed the Council will cherry pick like they do the other committees. He requested the Mayor ask Mr. Bauman if he knows if Fischer Park was named after George Fischer.

Mayor Guzak commented Mr. Davis is off topic. This is not about the Parks Naming Committee.

Councilmember Burke questioned parks maintenance staffing. With parks maintenance staffing down a bit, will the addition of parks require a second look at staffing and maintenance requirements.

Mr. Schuller replied approximately four year ago there were four Parks crew staff

AGENDA ITEM 3b

members, including facilities. Three of those staff members are no longer with the City. Basically, four new employees have been added within the last couple of years. The City is still discovering the work load the group is able to handle. Ms. Olson has been working with staff on a five-year plan which will assist in determining what the City needs in terms of long term staffing and how that competes with the needs of law enforcement, planning and transportation. Council will be setting those priorities.

Councilmember Burke stated once the City starts to bring additional parks on line, does it make sense to think about enterprise or departmental funds rather than having all of this maintenance come out of the general fund. What are the pros and cons of creating an actual budgeted process for the City parks crew.

Mr. Schuller appreciated the long range planning approach. One issue will be brought before the Council this summer which is REET funding, because that is how the City obtains most of its capital project work, including parks. Staff has developed a five-year list of Council priorities where the REET money would be allocated and staff will be returning the list to Council to confirm priorities. It's important to understand the priorities, then funding needs to be set aside to ensure those projects are completed. If anything new is added, the City needs to identify the long term maintenance requirement and how it will be funded long term.

Councilmember Randall is supportive of completing the improvements to Fischer Park. He believes the equipment is getting old. He lives a couple of blocks from this park, and his grandchildren use it. It's an existing park, so he doesn't believe this will add a lot of additional maintenance to the current Parks' staff workload. This is upgrade of the equipment to make it safer and more usable. The residents in the area also approve of the plan.

Mayor Guzak commented the landscaping enhancements, shelter and reestablishment of the drinking fountain will make this park much more attractive. Based on the design, it will be kept as low maintenance as possible. She stated it is a pretty sad place currently and the plans are very attractive.

MOTION by Rohrscheib, second by Randall that the City Council **APPROVE** Resolution 1345 authorizing the City Manager to submit the Washington Wildlife and Recreation Program Grant and **AUTHORIZE** the City Manager to execute the associated agreement or contract and provide a City match. The motion passed unanimously (7-0).

Mayor Guzak thanked Ms. Johns for her work and she is hopeful the City will be successful in obtaining the grant, as Ms. Johns' presentation is very compelling.

7. CONSENT ITEMS

- a. **AUTHORIZE** payment of claim warrants #58491 through #58566 in the amount of \$490,769.58 issued since the last regular meeting
- b. Comprehensive Emergency Management Plan – **PASS** Resolution 1342
- c. Hazard Mitigation Plans and Annexes – **PASS** Resolution 1343
- d. **AUTHORIZE** City Manager to Sign Contract for Sunday Farmers Market

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- e. **AUTHORIZE** City Manager to Sign a Contract with Harms Paving Co, Inc.
- f. **AUTHORIZE** City Manager to Sign Construction Contract for WWTP Automatic Transfer Switch (ATS) Replacement Project
- g. **AUTHORIZE** City Manager to Sign Thomco Settlement Agreement
- h. **AUTHORIZE** City Manager to Sign Animal Control Transport Services Agreement

MOTION by Hamilton, second by Randall to pass the Consent Items. The motion passed unanimously (7-0).

8. OTHER BUSINESS/INFORMATION ITEMS:

Mayor Guzak wanted to address questions received from Mr. Davis regarding the Open Government Committee and the work of the focus groups. She asked Mr. Bauman to comment.

Mr. Bauman stated the Open Government Committee met on April 18, 2016. They reviewed the results of the Strategies 360 opinion research. He did not anticipate Mr. Davis' question and did not bring the report with him. He will be happy to bring that item back on the May 3 agenda for review. Essentially, the Strategies 360 Opinion Research Report confirmed the basic assumptions the City went into with the open government process in terms of finding a significant level of citizen disengagement and lack of basic understanding of what City government services are in the community. He will be happy to provide additional detail in his report at the May 3 meeting.

Mayor Guzak noted Mr. Davis' second question was in regard to Harvey Field.

Mr. Bauman said staff has been in discussions with Ms. Harvey regarding Harvey Field for more than one year concerning the danger that more than a dozen trees represent in terms of the airport safety zone of the existing runway. The need to trim those trees has nothing to do with any reconfiguration of the runway and is only to serve the existing safety zone of the existing runway and to ensure the City does not provide an obstacle that could cause an air accident as a result of landing or take-offs at the airfield. The City is sharing those tree trimming costs with a grant program.

Councilmember Randall stated the recent tree removal at his property at Second and Avenue J had nothing to do with Harvey Airfield and everything to do with a blocked side sewer line. Tree roots totally blocked the line requiring a dig up and replacement of a section of the side sewer. The plumber suggested removing the large trees to avoid any further root blockages. That is why the trees were removed.

9. COUNCILMEMBER COMMENTS/LIAISON REPORTS:

Councilmember Hamilton stated he attended the celebration for Snohomish County's purchase of the 12-mile Eastside Rail Corridor for the Centennial Trail south and future rail excursions. Once the property is developed it will be a 42-mile continuous trail within the County and eventually hook up to a much larger regional section. He stated it was a great opportunity to speak with a number of Snohomish County and regional leaders particularly

AGENDA ITEM 3b

on rails and trails. He spoke with Doug Engle who is heading up the rail project. Mr. Engle stated the cost of the project is approximately \$1.3 billion to run a commuter rail from Everett to Bellevue and federal funding will cover approximately 75% of the project costs. Once funding is secured, it will take about five years to complete. He also spoke with Snohomish County Parks Director Tom Teigen and noted the event was a great networking opportunity. The Mayor has been involved with these leaders all the way along. There is great enthusiasm right now for what lies ahead. All of this work started a very long time ago.

Councilmember Rohrscheib said at the last Public Safety meeting they discussed the heroin forum which will be brought to the City. He asked for an update on when it might be happening. He would like the forum to occur on an evening when there is not a Council meeting scheduled, so Councilmembers can attend. He stated the forum sounded like a lot of valuable information would be conveyed and he knows heroin is having a significant effect on the community.

Councilmember Wilde stated he had the opportunity to speak at the Student of the Quarter event last month which the Kiwanis's Club sponsors for Valley View, Centennial, AIM, Snohomish and Glacier Peak schools every quarter to recognize students achieving excellent grades. He enjoyed the opportunity to meet with them and enjoyed being a part of this student recognition event. He said at the Design Review Board a lot is happening with a reported celebrity possibly investing in opening a restaurant at the Eagle's Building at 801 First Street. Good things are happening and people are starting to invest money here which is good to see.

10. MANAGER'S COMMENTS:

Mr. Bauman reported on the household cleanup event. There was increased participation over last year, and staff collected 88.2 tons of material from 450 cars entering the public works yard on April 9. The five-year total is 468 tons of refuse collected and removed from the community.

He noted this is the start of the events season in Snohomish. There are three events within the next weeks. On April 23, it's Snohomish on the Rocks Distillery Festival at the Thomas Family Farm. There will be two sessions from 2-5:00 p.m. and 6-8:00 p.m. Tickets are \$35.00. On May 3, there will be the Tourism Workshop at the Carnegie Building on Agriculture and Culinary Tourism. The public is welcome to attend and that event is from 8:30 a.m. to 4:00 p.m. On Sunday, April 30, there will be the Snohomish Garden Club Plant Sale at the Swan's Trail Farm. He believes the event runs all day.

Mr. Bauman mentioned there will be upcoming items with the Planning Commission which will be winding their way to the City Council. The first is an item asking for one member of the Planning Commission to serve in the interview process for the new Planning Director. Interviews will likely take place in June. He would also like to offer that a Councilmember attend the interview process too. He doesn't require an answer tonight and will check back with the Council. There will also be a discussion item regarding mobile food vendors. He is hopeful to set a Planning Commission public hearing date in June and move it forward to the City Council in July. Finally, there is the 2016 Comprehensive Plan Docket. This will be the initial briefing for the Planning Commission that will take place regarding the single application for the 2016 period. This is the property at 2501 Bickford Avenue proposed for

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re-designation from Business Park to High Density Residential. This will come before the Council for initial briefing and action later this fall.

11. MAYOR'S COMMENTS

Mayor Guzak wished to confirm the household clean up event is in partnership with the City's solid waste vendor, Republic.

Mr. Bauman confirmed that is correct, Republic Services does provide all the waste hauling. This year, the cost for this service was \$25,281.

Mayor Guzak attended the opening of the Outback Steakhouse and reported the restaurant was full to capacity. On Wednesday night, half of all the revenues were designated for the Boys and Girls Club. The Outback gave the Boys and Girls Club a check for \$3,500.

Mayor Guzak stated about two years ago, the City and Snohomish County Parks had a celebration at the Senior Center when the offer to purchase the corridor was made with the Port of Seattle. Two years later, they signed the agreement and the price was \$1.5 million less. Sometimes it helps to wait.

She attended the Kiwanis auction at Brightwater Community Center, which is a wonderful facility. It was well attended by citizens from Snohomish.

12. ADJOURN at 8:08 p.m.

APPROVED this 3rd day of May 2016.

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk

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ACTION ITEM 5a

Date: May 3, 2016
To: City Council
From: Debbie Emge, Economic Development Manager
Subject: **Consulting on Website Content and Usability Testing**

This agenda item is to authorize the City Manager to sign a contract with Kristin Kinnamon d/b/a Kinnamon Communications to provide consulting services regarding analyzing current website content and navigation, writing for the web, and design of usability testing scripts and scenarios to inform the redesign of website.

The staff is planning for a website redesign as included in our CivicPlus website contract. The redesign of the website is also a preliminary recommendation of the ad hoc Open Government Committee and the committee has provided preliminary recommendations regarding redesign that will be utilized by the consultant in her work. Prior to beginning a redesign project it is critical to better understand the weaknesses of the current website. Kinnamon Communications will provide expert recommendations on content and organization for the website, staff training on best practices related to civic websites, training on writing for the web, and developing tools that will assist staff in performing user research and data analysis not only for the redesign but ongoing after the website is designed.

Ms. Kinnamon, the owner of Kinnamon Communications, has significant experience in the field of website content and user centered design consulting, and has worked locally with the Snohomish Health District and Community Transit. Ms. Kinnamon holds a certificate in User Centered Design from the University of Washington.

STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council **AUTHORIZE** the City Manager to sign a Professional Services Agreement with Kristin Kinnamon d/b/a Kinnamon Communications for website content consulting and usability work in the amount of \$3,000.

ATTACHMENT: PSA for Consultant Services – Kinnamon Communications



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF SNOHOMISH AND KRISTIN KINNAMON dba KINNAMON COMMUNICATIONS FOR CONSULTANT SERVICES

THIS AGREEMENT (“Agreement”) is made and entered into by and between the City of Snohomish, a Washington State municipal corporation (“City”), and Kristin Kinnamon, sole proprietor; dba Kinnamon Communications licensed to do business in Washington State.

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding website consulting and usability testing as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit “A”** and incorporated herein by this reference (“Scope of Services”). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant’s profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for

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extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain display rights of the work for use in portfolio and promotion. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence upon signing and shall terminate at midnight on December 31, 2016. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employees of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol

ACTION ITEM 5a

(WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

_____ No employees supplying work have ever been retired from a Washington state retirement system.

_____ Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

ACTION ITEM 5a

e. **Public Records Requests.** In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV.3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the Consultant's violation of the Public Records Act RCW 42.56, or Consultant's failure to produce public records as required under the Public Records Act.

III.7 INSURANCE.

a. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. No Limitation

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- (2) Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

ACTION ITEM 5a

d. **The minimum insurance limits shall be as follows:**

- (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a current A.M. Best's rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best's VII rating.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct

ACTION ITEM 5a

the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **City Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training; rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under

ACTION ITEM 5a

this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following subcontractors/subconsultants or as set forth in Exhibit None:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

ACTION ITEM 5a

d. All subcontractors/subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$3,000.00 (three thousand dollars) without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

ACTION ITEM 5a

b. **Public Records.** The parties agree that this Agreement and records related to the performance of the Agreement are, with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

If a public records request is made the City may or may not choose to give the Consultant third party notice under RCW 42.56 for the Consultant to decide whether to file for a court action to prevent or limit the disclosure of the records.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices shall be sent to the following addresses:

To the City:

City of Snohomish
Attn: Larry Bauman
116 Union Ave.
Snohomish, WA 98290

To the Consultant:

Kinnamon Communications
Attn: Kristin Kinnamon
5708 91st Place NE
Marysville, WA 98270

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with the payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

ACTION ITEM 5a

V.5 SEVERABILITY.

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

V.6 NONWAIVER. A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 FAIR MEANING. The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT. The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2016.

ACTION ITEM 5a

CITY OF SNOHOMISH

KINNAMON COMMUNICATIONS

By: _____
Larry Bauman, City Manager

By: _____
Kristin Kinnamon, Sole Proprietor

Approved as to form:

Grant K. Weed, City Attorney

Attest:

Pat Adams, City Clerk

**Exhibit A
Scope of Services/Costs**



Kinnamon Communications

Website Content, Usability, Training

KinnaComm.com

Kristin Kinnamon

425-923-7868

KinnaComm@gmail.com

Scope of Services for City of Snohomish Website Consulting

This Scope of Services is made effective upon signing between Kristin Kinnamon (the “Consultant”) and the City of Snohomish (the “City”).

This Scope of Services outlines the specific website consulting and usability work to be completed per the Professional Services Agreement.

Primary Contact

The Consultant’s primary contact with the city is Debbie Emge, Economic Development Manager and the lead on the website redesign project (“Project Sponsor”). Most tasks assigned to the City are expected to be completed or delegated by her, and are **highlighted in green**.

Description of Services

The City is redesigning its website. The city’s website vendor will be providing visual design and technical updates per a separate contract. This Consultant’s work focuses on three areas:

1. User research and usability testing
2. Content and organization (information architecture such as navigation)
3. Staff training and facilitation

Place & Conditions of Performance

The Consultant will conduct most work at her home office in Marysville, WA. However, meetings and trainings outlined here, and possibly some other work, will take place at the City.

Communications will be conducted by phone and email. Deliverables will be sent electronically.

The Consultant will be given temporary access to the City’s CivicPlus account, to be used only for work pertaining to website consulting as set forth herein. Upon completion of the project, the account will be closed.

The Consultant will have access to the internet when working on-premises at the City, either through the City network or WiFi.

Timeline

Most of the work described in this document is expected to be completed in the 9 week period between May 3, 2016 and July 1, 2016. The timeline for work products is defined generally by the week within that period when it is due.

Some work products may take longer to be produced, and will be completed on a mutually agreeable timeline. The contract terminates on Dec. 31, 2016.

ACTION ITEM 5a



Kinnamon Communications

Website Content, Usability, Training

KinnaComm.com

Kristin Kinnamon

425-923-7868

KinnaComm@gmail.com

Work Tasks & Schedule

Week 1 - Staff Training: City documents are often saved as PDFs and shared online. Consultant will train staff how to create more usable, accessible and searchable PDFs by using Word Styles and updating Properties.

Deliverable: 60-minute training, presentation files, and resource links (4)

Week 2 - City Data: The City will provide access to existing data sources with the goal of helping the Consultant understand website users and city residents. The city will provide, at a minimum:

- Access to website analytics data through Pikwik
- Preliminary or final results from recent city surveys, such as the utility survey
- Phone log and customer service data as may be available
- Newsletter subscription and open rate measures
- Other data or reports as may be agreed upon between the parties

This does not obligate the city to create any new reports or surveys.

Week 3 - User Research: Consultant will analyze the data and use it to develop a basic report outlining top pages, likely representative users, and resulting implications and recommendations for the City website.

Deliverable: 2-5 page report (8)

Week 4 - Staff Meeting: Consultant will meet with the City Web Redesign Team to facilitate a discussion about users and website goals.

Deliverable: 60 minute meeting (4)

Week 5 - Content Inventory & Audit: Consultant will conduct an audit of current City site, providing an inventory of all pages and notes regarding content, format and value of the 20 most visited pages.

Deliverable: Content Spreadsheet and high-level recommendations (8)

Week 6 – Content Organization: Based on the user research, content audit, and best practices, Consultant will propose global navigation categories (the website main menu) and basic contents.

Deliverable: Spreadsheet or diagram showing draft global navigation (8)

ACTION ITEM 5a



Kinnamon Communications

Website Content, Usability, Training

KinnaComm.com

Kristin Kinnamon

425-923-7868

KinnaComm@gmail.com

Week 7 - Staff Workshop: Consultant will meet with City staff responsible for departmental web content to provide training, give staff time to work on content, and get input from staff on global navigation.

Deliverable: 90-minute training on user goals and writing for the web, plus an additional hour of moderated time for staff to review and update page content in a supported environment. (6)

Week 8 – User Testing: Consultant will set up an online “treejack” test of the revised global navigation using scenarios based on user research. City will deliver the test via email link or electronic posting to representative users.

Deliverable: Testing data and updated navigation spreadsheet (8)

Week 9 – Wrap-Up: Schedule a Wrap-Up meeting with the Project Sponsor to share final recommendations and discuss content and schedule of Usability Testing.

Deliverable: Consultant will provide a final list of recommendations for the website redesign

Week ? – Usability Testing: Consultant will work with the City to identify what type of usability testing would be most valuable and cost-effective, when it should take place, and on what devices. For instance, the City may choose to test designs provided by CivicPlus later in the summer. Testing may be remote or moderated, on either mobile or laptop devices.

City will be responsible for providing equipment (laptop, phone or tablet, video capability), venue, and participants (3-5 people).

Deliverable: Testing script and scenarios, assistance with moderation on up to 3 hours of testing, post-test debriefing.

Project Completion

For this Scope of Services, the acceptance of all deliverables will reside with the City’s Project Sponsor, Debbie Emge.

Any discrepancies involving completion of project tasks or disagreement between the City and the Consultant will be handled per Section V.14 of the Professional Services Agreement.

ACTION ITEM 5a



Kinnamon Communications

Website Content, Usability, Training

KinnaComm.com

Kristin Kinnamon

425-923-7868

KinnaComm@gmail.com

Fees & Payments

The fees in this agreement are based on services delivered, not on an hourly rate. Fees include all associated costs of completing the stated work, including travel, software licensing, etc. Total payment for this Scope of Services will be \$3,000.

Per Article IV, the city will be invoiced monthly, coinciding with specific milestones:

- \$1,500 will be billed after completion of the Content Audit (June 1 - Week 5)
- \$1,000 will be billed after the Wrap-Up meeting (July 1 - Week 9)
- \$500 will be billed at the completion of Usability Testing, as mutually scheduled

Out of Scope

Redesigning a website – especially one focused on end-users – is a complex process with many opportunities for user research, testing, training and help with online content. This proposal is limited in scope. The following items are not included in this Scope of Services, but may be considered for supplemental agreement as called for in Article III.1 Extra Work.

- Additional testing with users
- Complete usability test report and recommendations (including video highlights)
- Iterations on the navigation beyond that proposed
- Development of online forms and other content
- Content editing or strategy beyond basic recommendations
- Presentation to Council or managers
- Additional staff training

Approved by:

Kristin Kinnamon, Sole Proprietor

Larry Bauman, City Manager

Approved as to form:

Grant K. Weed, City Attorney

ACTION ITEM 5b

Date: May 3, 2016
To: City Council
From: Debbie Emge, Economic Development Manager
Subject: **CivicMobile App and website redesign**

This agenda item is to authorize the City Manager to sign the sales agreement with CivicPlus to develop a CivicMobile phone/tablet application and to approve expediting the redesign of the City Website.

The City's website was redeveloped three years ago. Technology and the use of mobile devices such as smart phones and tablets have changed significantly in three years. In response to the preliminary recommendations of the ad hoc Open Government Committee and staff learning more about best practices for civic websites, staff would like to request that the Council authorize expediting the redesign of the website which was originally scheduled for mid year 2017. If approved, it is anticipated that the redesign project would begin in June 2016 and be completed by the end of the year. This time frame will allow staff to complete additional testing on the website with both internal and external users to ensure a more useful and utilized website is redesigned. The fee to expedite the redesign is \$2,000.

In addition to redesigning the website, staff is requesting authorization for design and implementation of the CivicMobile app developed by CivicPlus that will be directly linked to the website. This will result in any changes that are made to the website would then translate to and be available on the app. The CivicMobile app was not available at the time we engaged at no cost with a local third party that created the "Experience Snohomish" app for the City. While a small number of the features of the Experience Snohomish app are similar to items that are included with CivicMobile app, there are many more features for city government and citizens offered on the CivicMobile app platform such as the ability to access agendas, view all calendars, pay bills from devices and much more. The CivicMobile app will be available for Android and the Apple IOS platforms. The development fee for the app is \$6,500. There is an annual support, maintenance, and hosting fee of \$1,950 for the app.

CivicPlus has been a good partner the past three years, is very responsive to service requests and has been quite dependable with very little offline time.

This project will take significant staff time and all departments will be involved in the redesign and implementation of the mobile app.

STRATEGIC PLAN REFERENCE: Initiative #2: Strengthen our foundations for connecting neighbors and enhancing our neighborhoods.

ACTION ITEM 5b

RECOMMENDATION: That the City Council AUTHORIZE the City Manager to sign the sales agreement for the CivicMobile app and to expedite the redesign of the website for a total of \$10,450.

ATTACHMENTS:

- A. CivicMobile Overview
- B. CivicMobile Sales Agreement
- C. Quote for expedited redesign of website



The App Your Citizens Are Waiting For

One customizable app. One user-friendly interface.
Endless possibilities.

Apps are used everywhere, for everything, by everyone.

MARKET INSIGHTS

Apps continue to dominate
the mobile web

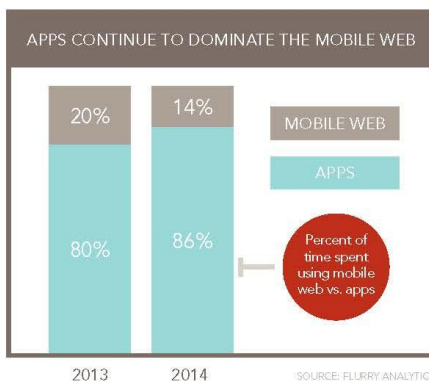
86% of time spent on mobile
devices is spent using apps

Mobile views surpassed desktop
web views in 2014 & continue to rise

Why a mobile app?

Mobile device ownership is high – and growing. What are users doing on all those devices? Using apps! Mobile apps are used everywhere for everything by everyone. You use apps, right? Your citizens do too.

Research shows that the average person looks at their mobile phone up to 150 times a day. As more and more people adopt mobile devices we'll continue to see the user demand for apps increase. Currently, 86% of the time we spend on mobile devices is spent using apps. This provides a great opportunity for you to connect with citizens. You'll want to do everything you can to make sure they can access your site content whenever, wherever, and however they want – an app makes that possible.



With seamless integration, the CivicMobile app puts the power of your CivicPlus® website conveniently the palm of your citizens' hands. Updates to your site are automatically synced to the app in real-time.

Contact us today to learn more about the exciting doors a customized app can open for your community.

Connect with Us

Phone: 888.228.2233
Email: info@civicplus.com
Web: www.civicplus.com





One customizable app. One user-friendly interface. Endless possibilities.



Who's Using It?

San Gabriel, CA
Citrus Heights, CA
Brambleton Community Association, VA
Goose Creek, SC

And many others – take a look:

[Android Mobile Apps](#)

[Apple Mobile Apps](#)

Product Benefits

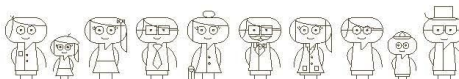
- **Cross-Platform Compatibility** – CivicMobile is designed to look and work great on both Apple® iOS and Android® mobile devices.
- **Fully Integrated** – The CivicMobile app is seamlessly connected directly to your CivicPlus® website; your content will always be in-sync with your app.
- **Custom Design** – Our designers work hard to make sure that no matter what device your citizens are on, your brand identity is instantly recognized.
- **Push Notifications** – Through integration with Notify Me®, your citizens are able to receive updates across all of their mobile devices.
- **Custom Content** – CivicMobile allows you to choose the most relevant content for your app.
- **No additional resources** – Once the app is designed and developed, there is no upkeep on your end. Our expert team will make sure it stays up-to-date and follows the ever-changing landscape of mobile apps.

What do you get?

- Choose to include up to 18 modules
- Include up to six web links for easy integration with any mobile-friendly web page
- Link to social media accounts (Facebook®, Twitter®, and YouTube®)
- Choose your own app name

Connect with Us

+ Phone: 888.228.2233
+ Email: info@civicplus.com
+ Web: www.civicplus.com



+ CivicMobile

888.228.2233 + CivicSend.com + 302 South 4th Street, Suite 500 Manhattan, KS 66502

ACTION ITEM 5b

ATTACHMENT B



Custom Mobile App for Snohomish WA

Organization	Snohomish WA			URL	http://www.SnohomishWA.gov
Street Address	116 Union Avenue				
Address 2					
City	Snohomish	State	WA	Postal Code	98290
Billing Contact	Debbie Emge			Email	emge@SnohomishWA.gov
Phone	360-282-3197	Ext.	xx	Fax	xx
Billing Address	116 Union Avenue				
Address 2	xx				
City	Snohomish	State	WA	Postal Code	98290
Tax ID #	91-6001278			Sales Tax Exempt #	
Billing Terms	Annual			Account Rep	Julia Brown
Info Required on Invoice (PO or Job #)					
Project Contact	Debbie Emge			Email	emge@SnohomishWA.gov
Phone	360-282-3197	Ext.		Fax	

CivicPlus Project Development Services & Scope of Services for Custom Mobile Application	
All Quotes are in US Dollars and Valid until 04/31/16	
Project Details	One Time Fee
Design & Project Overview	
<ul style="list-style-type: none">• Unique app name (name of app for on iTunes & Android Market)• Unique design elements and color scheme<ul style="list-style-type: none">◦ Image design for icon screen◦ Splash page that will appear when launching the app◦ Banner that will appear across the top of app (including text and background)◦ Background (image & color)◦ Color of text under icons• Unique module appearance<ul style="list-style-type: none">◦ App navigation (which modules appear and in what order they appear)◦ Name of modules◦ Icons associated with the modules	\$5,500
<ul style="list-style-type: none">• One time Redesign Fee	\$1,000
Total Project Development Fee	\$6,500

ACTION ITEM 5b



Custom Mobile App for Snohomish WA

Annual Support, Maintenance & Hosting Service Include the Following:	
<ul style="list-style-type: none">• Support<ul style="list-style-type: none">○ 7-7 (CST) Mon-Fri (excluding holidays)○ 24/7 Emergency Support○ Dedicated Support Personnel○ 2-hour Response during Normal Hours○ Usability Improvements○ Integration New & Upgraded Services○ Proactive Support for Updates & Fixes○ Online Training Manuals○ Monthly Newsletters○ Phone Consulting○ CivicPlus Connection• Maintenance of CivicPlus Application & Modules<ul style="list-style-type: none">○ Install Service Patches for OS○ Upgrades○ Fixes○ Improvements○ Integration○ Testing○ Development○ Usage License• Hosting<ul style="list-style-type: none">○ Shared Web/SQL Server○ DNS Consulting & Maintenance○ Monitor Bandwidth-Router Traffic○ Redundant ISP○ Redundant Cooling○ Natural Gas Powered Generator○ Daily Tape Backup○ Intrusion Detection & Prevention○ Antivirus Protection○ Upgrade Hardware	\$1,950
• Annual Placement on Apple's iTunes Store and Android's Market	Included
Total Annual Fee Increase	\$1,950

Client agrees to allow CivicPlus to display CivicPlus insignia within the custom developed app and available splash screen.

Client will be invoiced for the Total Project Development Fee and the Total 1st Year Annual Fee upon submission of the Sales Form and P.O.

The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.

Annual fees for your Custom Mobile Application are subject to the renewal terms of the original contract between CivicPlus and Snohomish WA.

ACTION ITEM 5b



Custom Mobile App for Snohomish WA

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

FORMALNAME

Date

CivicPlus

Date

Sign and e-mail or Fax this Copy	And – Mail Two (2) Signed Originals
Attn: Contract Manager	CivicPlus Contract Manager
Email: SalesCoordinators@CivicPlus.com	302 S 4 th Street
Fax: 785-587-8951	Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the agreement back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank--

ACTION ITEM 5b

ATTACHMENT C



Remit to:
302 S 4th St. Suite 500
Manhattan, KS 66502
P 888-228-2233
F 785-587-8951

QUOTE

Estimate # 8713
Date 3/22/2016
Expires 5/31/2016

Bill To
City of Snohomish WA
116 Union Ave
Snohomish WA 98290

This quote does not initiate action by CivicPlus until the appropriate approvals have been received.

Quantity	Description	Amount
1	Expedited Fee to begin redesign on 6/1/2016	2,000.00
		Subtotal 2,000.00
		Tax 176.00
		Total \$2,176.00

ACTION ITEM 5c

Date: May 3, 2016
To: City Council
From: Andrew M. Sics PE, Project Engineer
Subject: **Interlocal Agreement with Fire District No. 4 and Easement Agreement with PUD for the Joint City/Fire District No. 4 Property at 427 Maple Avenue**

The purpose of this agenda item is to request authorization for the execution of both an interlocal and an easement agreement involving the jointly-owned City/Fire District No. 4 property at 427 Maple Avenue.

Snohomish County Public Utility District No. 1 (PUD) is requesting this easement to replace an aged utility pole at the southeast corner of Fifth Street/Maple Avenue. A concurrent approval of an interlocal agreement between the City and Fire District No. 4 is necessary to set forth the terms concerning the granting of the PUD easement, detail the terms of decommissioning the existing emergency vehicle traffic control signal and define the division of compensation for the PUD easement, if granted.

The encumbered area is depicted graphically within the PUD easement as Exhibit A and is shown as Easement #1 and #2. Easement #1 is rectangular area along the northern property line that will provide access for the ground anchor for the new pole. Easement #2 is a triangular area along the west property line that will provide access for the overhead wires for the new pole. The total easement area is 1,175 SF. PUD's use of both of these easements will not impede the Fire District's access to and from the property.

PUD has offered the market land value plus 20% as compensation but will maintain their industry standard adjustment based upon the type of use. Easement #1 requires underground access and therefore will be compensated at 75% of the aforementioned value. Easement #2 will only require above ground access and will be compensated at 50% of the aforementioned value. The full compensation will total \$11,616.00 and will be split between the City and Fire District No. 4 as specified in the attached interlocal agreement. This is \$9.89 per square foot.

City staff has been collaborating with Fire District No. 4 with regard to decommissioning the emergency vehicle traffic control signal at the adjacent intersection (Fifth Street/Maple Avenue) as a result of PUD's easement request. Provisions within the interlocal agreement will require the City to coordinate this work with the Snohomish County Public Works Department, under the current agreement with the City for maintenance of City traffic signals.

STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council **AUTHORIZE** the City Manager to sign and execute an easement agreement with Snohomish Public Utility District No. 1 for replacing a utility pole at 427 Maple Avenue and sign and execute an interlocal agreement with Fire District No. 4 for agreeing to terms pertaining to the said easement and to take steps necessary to execute such agreements.

ACTION ITEM 5c

ATTACHMENTS:

- A. Inter-local Agreement between City and Fire District No. 4
- B. Easement Agreement between City, Fire District No. 4 and PUD

ACTION ITEM 5c

ATTACHMENT A

INTERLOCAL AGREEMENT

This Interlocal Agreement (the “Agreement”) is made by and between the City of Snohomish (the “City”) and Snohomish County Fire Protection District No. 4 (the “Fire District”) for the purposes stated below.

Recitals

WHEREAS: The City was annexed into the Fire District pursuant to an agreement signed in 2004; and

WHEREAS: this Agreement is entered into by the City under the authority of RCW 35A.11.040, the Fire District under RCW 52.26.090, and in conformity with Chapter 39.34, RCW (the Interlocal Cooperation Act); and

WHEREAS: pursuant to the annexation agreement the City and the Fire District continued to jointly own property located at 427 Maple Avenue, Snohomish, WA hereinafter the “Property”; and

WHEREAS: on February 2, 2016 Snohomish County PUD (the “PUD”) sent a letter to the City and the Fire District as joint owners of the property requesting an easement over a portion of the northwesterly corner to replace a pole and to pay compensation to the City and Fire District; and

WHEREAS: on April 19, 2016 PUD sent to the City and the Fire District as joint owners of the property, a revised offer letter offering the City and the Fire District the sum of \$11,616 for an easement as revised;

WHEREAS: the City and the Fire District have no objection to granting the easement and desire to set forth the terms of jointly granting the easement and other modifications to the property and surrounding area that may be necessary as a result of the easement, and

WHEREAS: the purpose of this Agreement is to set forth the terms between the City and the Fire District concerning the granting of the easement, dealing with an existing signal light, and division of compensation for the easement granted.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

Section 1. The City will be the primary point of contact with the Snohomish County PUD and receive the proposed PUD easement payment of \$11,616.00 from the Snohomish County PUD.

ACTION ITEM 5c

The City and the Fire District both agree to take such actions and sign such documents as required to grant the easement to the PUD. The easement in the form of Attachment A attached hereto is approved as to form. The compensation as proposed is hereby approved as just and fair compensation.

Section 2. The City will authorize and direct the Snohomish County Public Works Department, under their current agreement with the City for maintenance of City signal lights, to remove the flashing yellow light and poles and support structures associated with the flashing light, at the intersection of Fifth Street and Maple Avenue. The cost to the City, as billed by the County, of this removal will be deducted from the easement payment of \$11,616.00. City will receive no additional compensation for its administration or overhead associated with the removal of the yellow light.

Section 3. The remaining amount of the PUD easement payment, after the costs associated with removal under section 2 of this agreement are deducted, shall be split between the Fire District and City evenly. Payment will be made by the City to the Fire District within 30 days after the City makes payment to the County.

Section 4. The City will install any appropriate street signage on Maple Avenue north and south of the Fifth Street intersection at its own cost.

Section 5. This Agreement shall become effective upon council and board action to approve this Agreement and signature by the Mayor of the City and Chair of the Board of the Fire District. A copy of this Agreement shall be posted on both the City and the District websites in accordance with RCW 39.34.040.

Section 6. This Agreement shall be completed when its terms are fulfilled. This Agreement does not modify any other Interlocal agreement between the City and the Fire District, and no board or entity is created by this Agreement.

Section 7. The City and the Fire District will work cooperatively to resolve any disputes using the following procedure prior to commencing any legal action:

(a) Prior to any other action, the City and the Fire District shall meet and attempt to negotiate a resolution to such dispute.

(b) In the event that the parties to the dispute are unable to resolve said dispute through negotiation, then the exclusive means of resolving that dispute, difference, or claim, shall only be arbitration under the venue, mandatory arbitration rules, and jurisdiction of the Snohomish County Superior Court, Snohomish County, Washington, unless the parties agree in writing to an alternative dispute resolution process. The parties hereby waive the right to trial de novo of any arbitrator's decision. In arbitration under this Agreement, the substantially prevailing party shall be entitled to an award of its reasonable attorney's fees and costs incurred, in addition to any other recovery or award provided by law.

ACTION ITEM 5c

CITY OF SNOHOMISH

**SNOHOMISH COUNTY FIRE PROTECTION
DISTRICT NO. 4**

Karen Guzak, Mayor

_____, Chair

Date: _____

Date: _____

ATTEST

Pat Adams, City Clerk

APPROVED AS TO FORM

Grant K. Weed, City Attorney

ACTION ITEM 5c

ATTACHMENT B

AFTER RECORDING, PLEASE RETURN TO:

Public Utility District No. 1 of Snohomish County
Manager, Real Estate Services
P.O. Box 1107
Everett, Washington 98206-1107

WO#100002164-01 E-_____
ROW#10000022796

DISTRIBUTION EASEMENT

Grantor ("Owner"): City of Snohomish, a municipal corporation and
Snohomish County Fire Protection District No. 4, a municipal corporation
of the State of Washington;
As to a ½ interest each, as tenants in common

Grantee: Public Utility District No. 1 of Snohomish County
Frontier Communications Northwest, Inc.

Short Legal Description: Portion NW ¼ Sec. 18, Twp. 28N; Range 06E

Tax Parcel No: 28061800203200

THIS DISTRIBUTION EASEMENT ("Easement") is made this ____ day of _____
2016, by and between City of Snohomish and Snohomish County Fire Protection District No. 4, as to a
½ interest each, as tenants in common ("Owner"), and Public Utility District No. 1 of Snohomish
County, a Washington State municipal corporation ("District") and Frontier Communications Northwest
Inc. The Owner, District and Frontier are sometimes referred to individually herein as "Party" and
collectively as "Parties". The District and Frontier are collectively referred to as "Grantee".

WHEREAS, Owner is the owner of certain lands and premises situated in the County of
Snohomish, State of Washington, legally described as follows (hereinafter "Property"):

**That portion of the Northwest Quarter of Section 18, Township 28 North, Range 6 East,
W.M. in Snohomish County, Washington described as follows: Beginning at a point 500 feet
North of the Northeast corner of Lot 9, Block 8, Ferguson's First Addition to Snohomish; thence
West 148 feet; thence North 60 feet; thence East 148 feet; thence South 60 feet to the Point of
Beginning. Also known as Lot 9, Block 9, E. C. Ferguson's First Addition to the City of
Snohomish, according to the Plat thereof, recorded in Volume 1 of Plats, page 15, in Snohomish
County, Washington;**
Also,

**That portion of the Northwest Quarter of Section 18, Township 28 North, Range 6 East,
W.M. in Snohomish County, Washington, described as follows: Beginning 440 feet North of the
Northeast corner of Lot 9, Block 8, Ferguson's First Addition to Snohomish; thence North 60 feet;**

ACTION ITEM 5c

thence West 148 feet; thence South 60 feet; thence East 148 feet to the Point of Beginning. Also known as Lot 10, Block 9, E. C. Ferguson's First Addition to the City of Snohomish, according to the Plat thereof, recorded in Volume 1 of Plats, Page 15, in Snohomish County, Washington

Situate in the County of Snohomish, State of Washington

WHEREAS, the Grantee is desirous of acquiring certain rights and privileges across, over, under, upon and through the Property.

NOW, THEREFORE, the Parties agree as follows:

1. Distribution Easement. Owner, for good and valuable consideration, receipt of which is hereby acknowledged, hereby conveys and grants to Grantee, its agents, contractors, successors and assigns, a non-exclusive easement for the perpetual right, privilege, and authority to patrol, construct, erect, reconstruct, alter, improve, extend, repair, operate, and maintain overhead and/or underground electric distribution lines and facilities, Grantee-owned communication wires and cables, and other necessary or convenient appurtenances, across, over, and upon the following portion of Owner's Property (hereinafter "Easement Area"):

Easement Area No. 1: The North 5 feet of the West 65 feet of the above described real property.

Easement Area No. 2: That portion of the above described real property lying Westerly of a line described as follows: Beginning on the North line of said property, 17 feet East of the Northwest corner thereof; thence Southwesterly to a point on the West line of said property, 15 feet North of the Southwest corner thereof and terminus of said line. Except the North 5 feet thereof.

Both easement areas as depicted in Exhibit "A" attached hereto and by this reference made a part hereof.

2. Access To and Across Property. Grantee has the right of ingress to and egress from the Easement Area across the adjacent Property of Owner where same is reasonably necessary for the purpose of exercising its easement rights described in Section 1.

3. Owner's Reservation of Rights and Use of Easement Area. Owner reserves the right to use the Easement Area in a manner that does not interfere with the Grantee's use of the Easement Area, and/or present a hazard to Grantee's electric distribution lines and facilities, communication wires and cables, and other appurtenances. The Owner shall not construct or permit to be constructed any structures of any kind in the Easement Area without prior approval of the Grantee.

4. Clearing of Power Line Right of Way. Grantee has the right at all times to clear said Easement Area and keep the same clear of all brush, debris and trees.

5. Trimming or Removal of Hazardous/Danger Trees. Grantee has the right at all times to cut, slash, or trim and remove brush, timber or trees from the Property which in the opinion of Grantee constitute a hazard to said lines and facilities, communication wires and cables, and other appurtenances or the Grantee's access thereto. Trees, brush or other growth shall be deemed hazardous to the lines or facilities or access of the Grantee when they are of such a height that they could, upon falling, strike the nearest edge of the Easement Area at a height of more than fifteen feet (15'). Except in emergencies, Grantee shall, prior to the exercise of such right, identify such trees and make a reasonable effort to give Owner prior notice that such trees will be trimmed or removed.

6. Title to Removed Trees, Vegetation and Structures. The title to all brush, debris, trees

ACTION ITEM 5c

and structures removed from the Easement Area and the Property pursuant to Sections 4 and 5 shall be vested in the Grantee, and the consideration paid for this Easement and rights herein described is accepted by Owner as full compensation for said removed brush, debris, trees and structures. Owner shall be entitled to request fallen timber be set aside for Owner's personal use. Grantee shall make reasonable effort to set aside said fallen timber provided doing the same is safe in Grantee's sole opinion. Title to any fallen timber set aside in this manner shall revert to the Owner.

7. Restoration Provision. To the extent that Owner's Property is disturbed and/or damaged by Grantee's exercise of its rights hereunder, Grantee shall restore the condition of the Property as nearly as reasonably possible to its existing condition prior to said exercise of its rights.

8. Title to Property. The Owner represents and warrants having the lawful right and power to sell and convey this Easement to Grantee.

9. Binding Effect. This Easement and the rights and obligations under this Easement are intended to and shall run with the Property and shall benefit and bind the Parties and their respective heirs, successors and assigns.

10. Governing Law and Venue. This Easement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any action to enforce or interpret this Easement shall lie in the Superior Court of Washington for Snohomish County, Washington.

11. Authority. Each party signing this Easement, if on behalf of an entity, represents that they have full authority to sign this Easement on behalf of such entity.

12. Grantee Acceptance. By recording this Easement, Grantee hereby accepts all provisions set forth under this agreement.

13. Indemnification. Grantee agrees to indemnify Owner from and against all liability incurred by Grantor as a result of Grantee's negligence or that of Grantees' agents, employees, contractors, licensees and invitees in using the Easement Area, but nothing herein shall require Grantee to indemnify Grantor for that portion of any such liability attributable to the negligence or willful misconduct of Owner or that of Owner's agents, employees, contractors, licensees and invitees. In any legal proceeding regarding the enforcement or interpretation of this Easement, the prevailing party shall be entitled to an award of its reasonable attorneys' fees and costs, including costs and fees incurred on appeal.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written

ACTION ITEM 5c

OWNER(S):

City of Snohomish, a municipal corporation

By: _____

Its: _____

(REPRESENTATIVE ACKNOWLEDGMENT)

State of _____

County of _____

I certify that I know or have satisfactory evidence that _____
signed this instrument, on oath stated that (he/she/they) (was/were) authorized to execute the instrument and
acknowledged it as the _____ of **City of Snohomish** to be
the free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

(Seal or Stamp)

Signature of
Notary Public _____

Title Notary Public

My appointment expires _____

ACTION ITEM 5c

OWNER(S):
**Snohomish County Fire Protection District No. 4,
a municipal corporation of the State of Washington**

By: _____

Its: _____

(REPRESENTATIVE ACKNOWLEDGMENT)

State of _____

County of _____

I certify that I know or have satisfactory evidence that _____
signed this instrument, on oath stated that (he/she/they) (was/were) authorized to execute the instrument and
acknowledged it as the _____ of the **Snohomish County Fire Protection**
District No. 4 to be the free and voluntary act for the uses and purposes mentioned in the instrument.

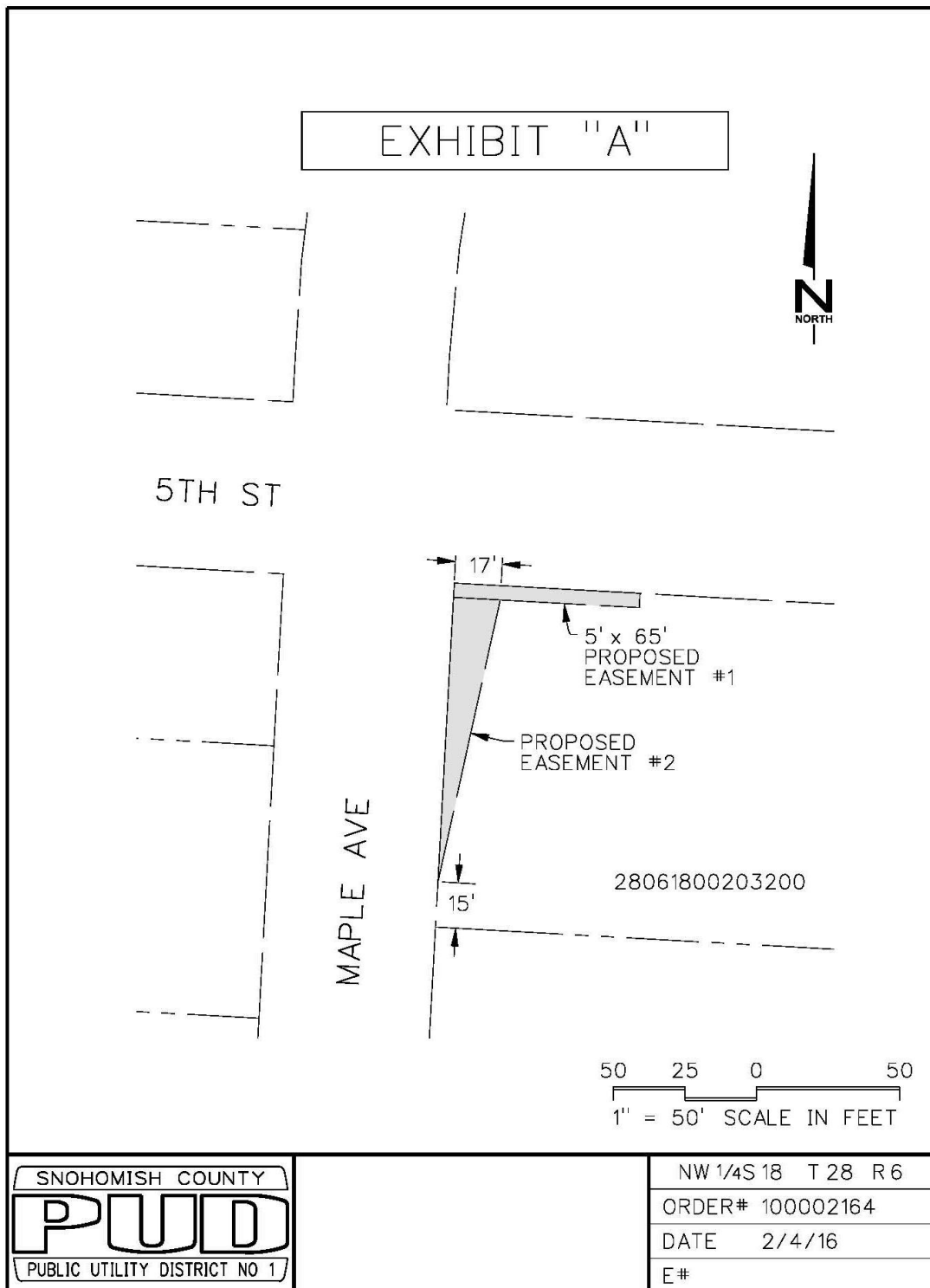
(Seal or Stamp)

Dated: _____

Signature of
Notary Public _____
Title Notary Public

My appointment expires _____

ACTION ITEM 5c



ACTION ITEM 5c

DISCUSSION ITEM 6a

Date: May 3, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Review of Open Government Opinion Research Report**

At its April 19, 2016, regular meeting the City Council directed staff to present opinion research results recently developed for the Open Government program. The research initially included the use of focus groups and later added individual interviews as described below. The purpose of this agenda item is to present the research data with staff's initial staff analysis and comments for Council review and discussion. The consultant's report is provided as Attachment A, and staff's analysis as Attachment B.

BACKGROUND: The creation of an ad hoc Committee on Open Government was based on the assumption that the City has significant opportunities to make improvements in how it communicates with and engages citizens. In order to address the broader questions regarding exactly what preferences most citizens have for communications and engagement with the City the City Council authorized the City Manager to execute an agreement for opinion research with the firm Strategies 360.

Rather than receiving narrow, quantifiable answers to simplified questions, the research project developed for the open government process aimed to peel back the layers of opinions through dialogue. This qualitative approach aimed to create a more robust understanding of attitudes and the underlying causes of those attitudes. The project sought useful understanding of questions such as:

1. What types of media would be most effective in reaching different demographic groups within the City?
2. What types of issues do citizens believe are most important to be informed of by their city government?
3. How do citizens prefer to engage in the decision-making process of their city government?
4. What obstacles currently exist to more informed and effective citizen participation in our local government?

The Open Government Committee (OGC) received the opinion research report among materials reviewed at its April 18 meeting. The Committee is currently developing final recommendations for the City Council regarding open government initiatives for Council review. Those recommendations appear to be on schedule for delivery to the City Council by July. A City Council workshop with Committee members has been scheduled for July 19 for the presentation of these recommendations.

DISCUSSION ITEM 6a

The consultant's subcontractor used for recruitment of the focus group members failed to follow the City's criteria of ensuring that all selected participants with Snohomish addresses lived within the boundaries of the city limits or its Urban Growth Areas. As a result, the focus groups did not contain a majority of members who were City residents. In order to augment the focus group research, the consultant offered to conduct eight additional one-on-one, in-depth interviews with a new pool of interviewees confirmed as City residents. The objective of the opinion research overall was to focus on qualitative information regarding citizen engagement and communications. The consultant aimed to recruit a diversity of opinion based on many demographic factors. It was not intended to be representative in the way a formal opinion poll would be:

- Respondents were recruited from two resources: 1) an opt-in panel developed via word of mouth, social media, referrals, etc. (focus groups), and 2) a listed sample of residents of the City of Snohomish (one-on-one in-depth interviews).
- In each instance, those lists were then randomized, and individuals were contacted and selected using a screening questionnaire developed by Strategies 360.
- S360 also supplied demographic quotas and the final group of participants was selected according to factors including age, gender, education, household income, community involvement and occupation.

The research was conducted between March 9 and April 1, 2016 using a multi-phased qualitative approach. First, two in-person focus groups were held at Fieldwork, a market research facility in Kirkland, Washington. These were followed by eight in-depth interviews conducted over the phone with Snohomish residents, allowing for a deeper discussion of some of the issues discussed and raised during the focus group phase. Both the focus groups and in-depth interviews were segmented by age, with one group of residents ages 25-45 (one focus group; four interviews) and the second group ages 46-76 (one focus group; four interviews). Both methodologies included a mix of gender, occupation, household income level, and education, along with other demographics.

ANALYSIS: The analysis of research results developed by staff (Attachment B) was created to offer input to the Open Government Committee. The opinion research confirms the initial assumptions regarding citizen disengagement but goes much deeper to help City leaders and Committee members understand how these attitudes form both obstacles as well as opportunities for improved communications and outreach to citizens. The Committee's recommendations are still being refined and discussed among its members and are not in a form ready for presentation to the City Council at this time. However, key opinions and issues identified by staff from the research report are as follows:

- 1. Quality of life is perceived as high—e.g., positive impressions regarding public safety, preservation of Historic District.**
 - a. Challenge: Most citizens are not paying attention day-to-day and tend to engage only when there is a problem.
 - b. Opportunity: Engage citizens more directly regarding services such as public safety issues (e.g., heroin problem, walking patrols downtown, School Resource Officer in the High School, etc.).

DISCUSSION ITEM 6a

2. City government is perceived as responsive but not transparent.

- a. Challenge: Trust is undermined by the perceived lack of transparency.
- b. Opportunity: Proactive and more direct communication is needed to pierce the notion that the City is not transparently accountable.

3. Perceived lack of aggressiveness by the City in improving the lives of citizens.

- a. Challenge: Understanding specifically what improvements are most important to citizens.
- b. Opportunity: Develop quarterly surveys that ask citizens to provide useful feedback about services and programs (and link the themes of these surveys to forums/town hall meetings and to articles in a quarterly magazine).

4. Specific concern: water rates and PUD billings

- a. Challenge: Citizens do not fundamentally understand what services their city government provides or the nature of utility costs and the regulatory impacts of state and federal agencies.
- b. Opportunity: Develop an “Owner’s Manual for City Government” that “opens the hood of local government” and explains simply to citizens the roles, services and objectives of their city government and use this, for example, to provide a better explanation of how city utilities are funded and regulated. A 10 percent wastewater rate reduction proposed for 2017 is a further opportunity to generate a better understanding of City utility rates and how they compare to nearby cities.

Further analysis and staff’s recommendations are being discussed with the Open Government Committee. These are included in Attachment B. The recommendations within this attachment will also be reviewed with Council on May 3.

Final Costs: Due to the problems with the original focus group member selection process, Strategies 360 offered the City an additional discount regarding its fees as well as the additional interview work. The estimated cost of this research project as approved by the City Council was \$16,000. The final discounted cost of the research project as billed by Strategies 360 was \$13,000. Given the additional interview work conducted by the consultant and the discount provide to the City, staff believes that the City received more than full value for this expense.

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council REVIEW the results of the open government opinion research and provide any further direction as needed to staff.

ATTACHMENTS:

- A. Strategies 360 Opinion Research Report
- B. Analysis and comments by City staff

ATTACHMENT A

April 11, 2016



TO: The City of Snohomish

FR: Strategies 360 Research

RE: Snohomish City Residents and Their Government: Improving Communications and Increasing Engagement

Strategies 360 conducted this opinion research to help the government of the City of Snohomish better communicate with and engage its residents. The research was conducted between March 9 and April 1, 2016 using a multi-phased qualitative approach. First, two in-person focus groups were held at Fieldwork, a market research facility in Kirkland, Washington. These were followed by eight in-depth interviews conducted over the phone with individuals from the City of Snohomish, allowing for a deeper discussion of some of the issues discussed and raised during the focus group phase. Both the focus groups and in-depth interviews were segmented by age, with one group of residents ages 25-45 (one focus group; four interviews) and the second group ages 46-76 (one focus group; four interviews). Both methodologies included a mix of gender, occupation, household income level, and education, along with other demographics.

The following key findings and strategic recommendations are based on a meta-analysis of both phases of the research.

EXECUTIVE SUMMARY

At a time when people's impressions of national political institutions continue to hover at their nadir and distrust in government remains extremely high, the goal of creating a more active, engaged relationship between the City of Snohomish government and its citizenry is no easy task. In many ways, this has less to do with any specific perceptions or actions of the Snohomish government itself, and more to do with the nearly universal truth that when it comes to local government, most citizens fall into one of two categories: disengaged or disaffected. Moreover, disaffection is often a prerequisite for involvement, creating the propensity for an inverse relationship between engagement and positive outcomes. In other words, it is hard for any government—not just Snohomish—to motivate people to get involved, and when people do engage they are often already disgruntled.

While these dynamics are most certainly present in Snohomish, this research clearly illuminates a path toward strengthening the bond between Snohomish residents and their government. People are able to identify several positive dimensions of city government, and perhaps more instructively, to give clear voice to the sources of their discontent. This allows for an understanding of how to

STRATEGIES 360
1505 Westlake Ave N., Suite 1000
Seattle, WA 98109

P: (206) 282-1990
F: (206) 282-2704
www.Strategies360.com

capitalize on the positive elements and address the negatives, with the end goal of improving communications and engagement between the Snohomish city government and its residents.

Several overarching themes set the stage for the key findings and strategic recommendations that follow in this memo:

- **A knowledge gap leads to little intersection between the Snohomish city government and people's everyday lives.** There is no doubt that a significant amount of this disconnect is a direct result to people's lack of knowledge or general unwillingness to engage in anything. Among all but the most active citizens, there is only a vague understanding of what comprises city government, much less what it does on a day-to-day basis. Irrespective of the cause, the goal of increasing engagement is virtually impossible without making government more relevant to people's daily lives. This memo offers several recommendations for deepening the connection between Snohomish residents and the local government.
- **For the most part, the relationship between City Hall and city residents is transactional; at worst, it is adversarial.** This is in many ways a function of the services that the City of Snohomish government is tasked with providing, rather than any fault of city government (though it is worth noting that residents do not distinguish between the various institutions that comprise their understanding of local government, from City Hall to the PUD to school districts to county government). Regardless, most of residents' dealings with government revolve around having an issue and trying to get it resolved, rather than a proactive approach to bettering the community. However, people are open to—even looking for—more interaction with city government. In some ways, the bar for this interaction is actually fairly low in—simply opening the door to people more loudly and forcefully can help, as they have virtually no awareness of the local government's current outreach attempts. For instance, they know that public meetings occur and are open to the general public, but they do not feel like city government actively solicits their opinion by making a real effort to bring them into those meetings. They want to feel invited into the process. However, the citizens of Snohomish are not the ones who are going to initiate this interaction, at least not until they have a problem with City Hall. Therefore, they are putting the onus on the government to come to them, and to come to them in a way that cuts through the clutter of their everyday lives (this is discussed in more detail as a prime focus on this report). At the end of the day, in the absence of the establishment of a stronger partnership that clearly brings people in, increasing engagement is a difficult mountain to climb.
- **A very real populist streak defines the relationship between city government and the people of Snohomish.** Whether warranted or not, the entry point for most residents is a perception of city government as more adversary than ally. This is rooted primarily in the belief that local government favors the moneyed special interests over regular people. Residents paint a clear picture of backroom deals, a good ol' boy network, and a pay-to-play system that benefits the (unidentified) few at the expense of everyone else. While this almost certainly has roots in a more generalized negative perception of government writ large—indeed, people cannot name *who* these special interests are—it is quite heavily embedded in

people's minds nonetheless. This dynamic will continue to put distance between city government and Snohomish residents until addressed in an affirmative, proactive manner.

- **Communications and engagement are two separate entities.** Indeed, the former is a prerequisite for the latter. People are not going to engage without more effective communications, but simply communicating *at* them is not enough to result in engagement.

Against this backdrop, fostering a more involved, engaged citizenry is no easy feat. An expectation of large-scale and immediate shifts is likely out of alignment with what is possible—change will not happen overnight or without a significant investment of time and resources.

However, the Snohomish city government has real opportunities to alter the dynamics of their relationship with local residents in a positive way. The rest of this memo details these core dynamics in greater depth, followed by a set of actionable recommendations for accomplishing the City of Snohomish's goals of improving communications and increasing engagement.

KEY FINDINGS

Perceptions of Snohomish City Government

Residents' views toward city government are multifaceted and nuanced, and include both positive and negative elements. However, as is often the case with perceptions of any government, the positive dimensions tend to be softer than the critiques. The net effect is that despite some positive reviews, the entry point into the dialogue for most people is a view of local government as either distant, or as more adversary than ally, stemming centrally from a high level of distrust and populist discontent.

Quality of life in Snohomish is high and people give local government some credit for supporting and facilitating that. However, the lack of a real understanding of the city government's role—and its accomplishments—limits that praise. Meanwhile, certain perceived failings generate deeper emotion. Overall, Snohomish is a good place to live—people are not looking to get out, nor do they harbor major concerns about the direction things are headed. People stay here or move here for a reason, and in general, the promise of that quality of life is being kept by a city government that is up to the task of performing its core responsibilities. In particular, the city receives high marks for public safety (despite tangential concerns about drugs), cleanliness, and the general maintenance of facilities. The Historical District represents a highlighted attraction and manifestation of something the city is doing right. Further, residents tend to believe local government is responsive when it comes to these core services.

However, outside of these core functions, the affirmative characteristics of local government are tenuous at best. People struggle to come up with positive ways to describe city government and are wholly unfamiliar with the city's accomplishments. They are not paying attention on a day-to-day basis and usually only engage when there is a problem.

People have a much easier time spelling out the critiques of city government, which include:

- **People view city government as responsive, but to whom?** There is a very real sense of populism running through people in Snohomish. This manifests in a perceived lack of transparency and accountability regarding government dealings. People immediately—and quite strongly—associate local government with backroom, sweetheart deals, a good ol' boy network, and a pay-to-play mentality that benefits a murky set of undefined special interests over regular citizens. In the end, this is a central factor in the lack of trust and interaction with city government.
- **A lack of aggressiveness when it comes to improving people's lives.** While the status quo in Snohomish is pretty good and city government generally helps keep it that way, people are looking for more. To be fair, at least part—if not most—of this stems from the basic lack of knowledge they have about recent accomplishments and plans.
- **A nearly universal concern over water rates.** Residents believe their bills have increased dramatically in a short time span, and that the new PUD billing system lacks the accountability of the old system. The reality is that specific issues almost always generate more passion than broader perceptions of a government (or an elected official, for that matter)—especially an issue that hits people in the pocketbook, and especially when they are unaware of the benefits of the cost increase.

Views on growth are nuanced and inconsistent, and figure heavily into perceptions of local government. This is important because it is a) at the forefront of people's everyday concerns, and b) an issue that defines local government—it is one of the few things that residents know the city government is responsible for. On the whole, the local city government has done a relatively good job protecting and preserving what people like about Snohomish—the small town, rural, but connected feel—and they do offer recognition of that. At the same time, residents are concerned about infrastructure and traffic, yet they want progress. Among young people in particular, there is a sense of stagnation; that Snohomish is not moving forward and other local communities offer more for young families.

Communications and Engagement

Fair or unfair, Snohomish residents view communications as a one-way street. The degree to which people believe the city government communicates with them is negligible—they feel completely in the dark about what is going on at City Hall. Even the younger cohort, which is much more present on social media (though older people also cite Facebook in particular as an effective form of communications), are entirely unaware of any local government social media presence. Further, the information that people do recall is very passive, taking the form of street banners (like advertising for Klahaya Days), as short advertisements or public notices in The Snohomish Tribune, or as mailers. Rarely is it something that strikes people as deeply relevant to their own lives.

Several important dynamics undergird this finding and reinforce the populist critique of city government:

- **The perceived lack of communication reinforces the notion that city government has something to hide.**
- **People feel like they have to work hard to get information from city government, causing them to feel as though the city is disinterested in forging a real partnership with regular residents.**
- **When people do receive communications, it feels either contrived (received right before Election Day) or empty (devoid of any real information).**

At the heart of the matter is a feeling of being left out and ignored. The one type of communication that stands out for people is heavily interactive—surveys or other communications soliciting people's input (a survey regarding waste disposal comes up several times). This suggests an effort on the city government's part to create a partnership with the people of Snohomish and a sense that their opinion matters, which pushes back simultaneously on both disaffection and disengagement.

Communicating with residents is one thing; moving them toward active engagement and involvement is quite another. Snohomish residents have a difficult time even conceiving of the available avenues for involvement—attending a meeting is about the only known method and that is largely confined to the older age group.

This type of engagement is a heavy lift for a city government in any circumstance and several barriers are currently exacerbating the situation in Snohomish:

- **Interaction with city government is largely transactional.** People come to the city government when they have a specific need to fulfill and those needs largely center on core services, such as paying a bill or getting a permit. This not only makes it hard to generate passion and interest; it also inhibits the establishment of a longer-term relationship.
- **Public meetings are not well-publicized, require effort to attend, and are often contentious.** Accordingly, while public meetings represent the first means of engagement that come to mind for people, they are not seen as particularly effective.
- **People are busy.** The reality is that until they have a problem, engaging with city government does not rank high on people's list of priorities, especially younger people with families.

STRATEGIC RECOMMENDATIONS

- **Filter all communications through the prism of creating a partnership with people; establish a “partnership” brand.** While this may seem obvious, it is not the message currently being received by Snohomish residents. They view government as distant and often adversarial, and while they do not feel dismissed outright, they have no real connection to City Hall. However, people want a different relationship with the government; they want to know that they are part of the team. This may be challenging to demonstrate through action alone, so telling people more directly through a branded “partnership” campaign may be impactful.
- **Focus on specific issues in order to make city government relevant to people’s daily lives.** The fact is that people are unlikely to engage with the local government if the outcome does not have a measureable impact on their own lives. The more specific and relevant the issues are—traffic and public safety are a good initial set of poster issues—the better chance people will take notice and action.
 - Consider individual issue forums, rather than long public meetings that cover a range of issues. Rather than inviting people to a monthly city council meeting, use language like “come Thursday to talk about widening Route X or Route Y.”
- **Connect with people through kids.** Issues affecting their children are always going to get people’s attention and things that benefit their kids will immediately reduce many of the barriers that keep people disengaged. Further, families are always looking for things to do on weekends. Staging family-oriented, fun community events provides city government with a vehicle for demonstrating an interest in people’s lives and deepening the connection. To the degree possible, a school-based approach and things like field trips to City Hall may be other ideas to consider.
- **Address the populist critique through aggressive transparency and accountability measures.** Snohomish residents have a deep-seated distrust of local government rooted in the notion of secrecy and backroom dealings. It is critical to push back on this critique through an aggressive campaign that refutes this image. Things like streaming government meetings, posting more records online, and creating new conflict of interest laws can help, but they also need to be advertised so people know about them.
- **Ask more aggressively and less often.** The expectation for engagement is unlikely to be more than a few times a year for most people. That premise, combined with the fact that people are not currently hearing anything about being invited to participate, suggests that a harder push less often may be a more effective tactic. Even if this limits opportunities for people, the simple fact that they are more likely to be aware that things are happening has value.
- **Experiment with some innovative and out-of-the-box ideas for grabbing people’s attention.** Given the lack of recall of current communications, there are really no bad ideas here. Canvassing people at home provides a more impactful touch than mail or flyers and also allows

for a two-way conversation that allows people to express their opinions. Online town halls are an option. Social pressure is an emerging fad in communications that could prove quite valuable here—if people think they are the only one not getting involved with city government, they may take action to avoid social embarrassment.

- **Trumpet accomplishments more aggressively.** Part of the challenge for the Snohomish government is the lack of awareness about what it does, which leads people to conclude that it may not be doing much at all. Communications should feature important accomplishments, especially as they relate to issues that impact people every day.
- **Increase social media presence and drive people there.** Social media represents a major source of information for people, but Snohomish residents have no awareness of the city's social media accounts. Facebook and Twitter are the most notable mediums—Facebook for older people in particular—but other social media enhancement tools may help achieve this goal. Speaking with a firm specializing in this type of communications and targeting may prove useful.

CONCLUSION

The City of Snohomish government faces challenges in the pursuit of a more active, engaged constituency, but they are not insurmountable. Opportunity exists to establish the type of partnership with local residents that results in a deeper connection. Results will not come overnight, but with a strong commitment of resources and some innovative thinking, real progress can be made.

ATTACHMENT B

Open Government Initiative

Observations, Challenges and Opportunities from the Strategies 360 Research

Note: "OGC # Recommendations" Refer to the Open Government Committee Draft Recommendations of 4/4/16)

Key Findings:

1. **Quality of life is perceived as high—e.g., positive impressions regarding public safety, preservation of Historic District.**
 - a. Challenge: Most citizens are not paying attention day-to-day and tend to engage only when there is a problem.
 - b. Opportunity: Engage citizens more directly regarding services such as public safety issues (e.g., heroin problem, walking patrols downtown, School Resource Officer in the High School, etc.).
2. **City government perceived as responsive but not transparent.**
 - a. Challenge: Trust is undermined by the perceived lack of transparency.
 - b. Opportunity: Proactive and more direct communication is needed to pierce the notion that the City is not transparently accountable.
3. **Perceived lack of aggressiveness by the City in improving the lives of citizens.**
 - a. Challenge: Understanding specifically what improvements are most important to citizens.
 - b. Opportunity: Develop quarterly surveys that ask citizens to provide useful feedback about services and programs (and link the themes of these surveys to forums/town hall meetings and to articles in a quarterly magazine sent to all residents).
4. **Specific concern: water rates and PUD billings**
 - a. Challenge: Citizens do not fundamentally understand what services their city government provides or the nature of utility costs and the regulatory impacts of state and federal agencies.
 - b. Opportunity: Develop an "Owner's Manual for City Government" that "opens the hood of local government" and explains simply to citizens the roles, services and objectives of their city government and use this, for example, to provide a better explanation of how city utilities are funded and regulated. A 10 percent wastewater rate reduction proposed for 2017 is a further opportunity to generate a better understanding of City utility rates and how they compare to Snohomish's neighbors.

Strategic Recommendations:

1. **Filter communications through a theme of partnership:**
 - a. Two-way communications, with feedback regarding actions taken, can reinforce the theme of partnership between citizens and city government.
 - b. Demonstrate how citizen input—via forums, Council meetings, surveys and other means—is incorporated into actions by the City Council (OGC Recommendation #4).

DISCUSSION ITEM 6a

2. **Focus on specific issues that are relevant to citizens' lives:**
 - a. As per "Key Findings" 3.a. above, use a quarterly magazine with a major theme for each issue along with a tear-out, mail-back survey and forums/town hall meetings to focus on single, specific issues and proposed improvements that respond to citizen comments and ideas.
 - b. Use more informal meetings.
 - c. Create a Broader Level of Interest and Participation in City Government (OGC Recommendation #7).
 - d. Develop a prioritized list of four key issues to be the topics each year.
3. **Connect with people through kids:**
 - a. Finding issues of importance for parents as part of the quarterly themed communications, e.g.:
 - i. Drug abuse (heroin forum).
 - ii. Parks and recreation improvements (that has most value for families).
 - iii. Provide a regular section of the quarterly magazine that has a focus on families—activities, programs, events, etc.
 - b. Partner with the Snohomish School District whenever feasible regarding such family themed forums and to provide communications to parents.
4. **Address the populist critique through aggressive transparency and accountability:**
 - a. Posting more records online.
 - b. Posting audio recordings of City Council meetings.
 - c. Enhance Transparency in City Decision-Making (OGC Recommendation #5).
 - d. "De-Fog" City Communications (OGC Recommendation #11).
5. **Ask more aggressively and less often:**
 - a. What's the right timing—quarterly?
 - b. Get surveys and key information into the home (include delivery by mail).
 - c. Broaden notification procedures (OGC Recommendation #4):
6. **Experiment with out-of-the-box ideas (OGC Recommendation #7):**
 - a. Online Town Halls? (location?)
 - b. Conversation Café?
 - c. Town Hall Meetings
7. **Trumpet accomplishments more aggressively:**
 - a. Focus on accomplishments meaningful for citizens.
 - b. Improve the City Website (OGC Recommendation #8).
 - c. Incorporate Social Media into City Communications (OGC Recommendation #9).
 - d. Use all media (social media, newsletter, utility bill stuffers, etc.).
 - e. Work with newspapers.
 - f. Buy space monthly in Tribune?

DISCUSSION ITEM 6b

Date: May 3, 2016
To: City Council
From: Jennifer Olson, Finance Director
Subject: **Solid Waste Utility – Garbage and Recycling Survey Results**

The purpose of this agenda item is for City Council review and discussion of the solid waste garbage and recycling survey results (See Attachment A). Staff is requesting City Council direction on how future City solid waste collection services will be provided and managed.

Background: The City of Snohomish established solid waste collection and disposal as a utility in 1985 with Ordinance 1543 and mandates collection of solid waste at all residences and businesses located within the city limits as per Chapter 8.12 of the Snohomish Municipal Code. For the collection and disposal of solid waste, the City entered into a contract with our current contractor, Rabanco LTD aka Republic in March of 2003 and has periodically extended the contractual agreement to March 31, 2017. Current solid waste contract administration and customer service is provided by the City Finance Department staff. Solid waste disposal rates are charged to customers via the combined utility bill which includes water, sewer and storm water charges.

In January 2016, the City Council started the discussions about the pending expiration of the solid waste contract and reviewed all issues, aspects and options available for providing future solid waste administration and collection services to residents and businesses (see Attachment B). The City Council directed staff to conduct a customer survey as a way to gain insight into the customer expectations and needs for garbage and recycling services.

The survey was included in the January 30 and February 28, 2016 bi-monthly utility bill statements. Of the total 3,049 solid waste customers, 576 or 19% of customers returned surveys. Staff will discuss the individual results of the survey during the City Council meeting. The survey results have been published on the City website, included in the Friday City Manager's Newsletter and posted via the City's social media sites.

Next Steps: Staff is requesting City Council direction on the next steps for future solid waste collection and disposal. Options for consideration include:

1. Continue Solid Waste as a Utility
 - a. Negotiate new contract with existing contractor with potential changes to service levels and customer service administration
 - b. Start the Request For Proposals (RFP) process for a new solid waste services contract to test the market with regards to rates and services
2. Transition Solid Waste Service back to the WUTC
 - a. Revert solid waste management back to the Washington Utility and Transportation Commission (WUTC) as per Ch. 81.77.020 RCW (see Attachment C)

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STRATEGIC PLAN REFERENCE: *“High quality and sustainable City services”*

RECOMMENDATION: That the City Council **DISCUSS** the solid waste, garbage and recycling survey results and **DIRECT** staff on next steps.

ATTACHMENTS:

- A. Solid Waste Garbage and Recycling Survey Results
- B. January 19, 2016 Staff Report
- C. WUTC Customer Brochure

ATTACHMENT A

2016 Solid Waste Survey Results

3,049 Total Garbage Customers

576 Survey Responses

19% Responding

	SUMMARY				ACTUAL				
	Disagree or Strongly Disagree	Neutral	Agree or Strongly Agree	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Total
Residential	1) Overall Satisfaction.			24	33	92	293	129	571
	I am satisfied with my overall garbage, recycle, yard waste service	10%	16%	74%	4%	6%	16%	51%	23%
	2) Satisfied with Rates				105	154	160	105	42
	I am satisfied with my garbage, recycle, yard waste rates	46%	28%	26%	19%	27%	28%	19%	7%
	3) Driver Satisfaction				11	23	124	262	144
	I am satisfied with my driver's reliability, communication, and customer service.	6%	22%	72%	2%	4%	22%	46%	26%
	4) Customer Service Satisfaction				17	23	232	209	80
	I am satisfied with my billing customer service such as knowledge and customer care.	7%	41%	52%	3%	4%	41%	37%	14%
	5) E-Services				89	83	131	97	162
	I am interested in auto pay, on-line billing, and or the ability to pay with a credit card	31%	23%	46%	16%	15%	23%	17%	29%
6) Direct Customer Service Contact				24	42	239	153	98	
I would like to be able to contact my solid waste provider directly for missed service, move in/out, etc.(Solid waste may be billed separate from water and sewer.)	12%	43%	45%	4%	8%	43%	28%	18%	
7) Carts to be Provided				23	46	206	145	137	
I would like the solid waste provider to provide all carts, including garbage carts.	12%	37%	51%	4%	8%	37%	26%	25%	
8) Cart Size Options				13	33	196	173	136	
I would like the ability to choose a recycle and yw cart size	8%	36%	56%	2%	6%	36%	31%	25%	
9) Clean-Up Event Participation				35	87	175	121	112	
I participate in the annual city wide clean up event located at the City Shop each year in April.	23%	33%	44%	7%	16%	33%	23%	21%	

2016 Solid Waste Survey Results

3,049 Total Garbage Customers

576 Survey Responses

19% Responding

10) Knowledge of Clean-Up Event				155	114	85	90	68	512
I am not aware of the annual city wide clean-up event held each year in April at the City Shop.	53%	17%	31%	30%	22%	17%	18%	13%	
11) Preference for Bi-Weekly Recycle				96	96	65	122	191	570
I prefer recycle pick-up every other week in order to lower the recycle cost.	34%	11%	55%	17%	17%	11%	21%	34%	
SUMMARY									
Commercial									
1) Overall Satisfaction.									
I am satisfied with my overall garbage, recycle, yard waste service	20%	5%	75%	0%	20%	5%	60%	15%	
2) Satisfied with Rates				7	5	8	2	1	23
I am satisfied with my garbage, recycle, yard waste rates	52%	35%	13%	30%	22%	35%	9%	4%	
3) Driver Satisfaction				0	1	4	12	5	22
I am satisfied with my driver's reliability, communication, and customer service.	5%	18%	77%	0%	5%	18%	55%	23%	
4) Customer Service Satisfaction				0	3	5	13	2	23
I am satisfied with my billing customer service such as knowledge and customer care.	13%	22%	65%	0%	13%	22%	57%	9%	
5) E-Services				4	5	4	2	6	21
I am interested in auto pay, on-line billing, and or the ability to pay with a credit card	43%	19%	38%	19%	24%	19%	10%	29%	
6) Direct Customer Service Contact				0	0	9	7	5	21
I would like to be able to contact my solid waste provider directly for missed service, move in/out, etc. (Solid waste may be billed separate from water and sewer.)	0%	43%	57%	0%	0%	43%	33%	24%	
7) Carts to be Provided				0	0	8	6	6	20
I would like the solid waste provider to provide all carts, including garbage carts.	0%	40%	60%	0%	0%	40%	30%	30%	

Question	Yes	No	Don't Know	Yes	No	Don't Know	Yes	No	Don't Know
8) Cart Size Options <i>I would like the ability to choose a recycle and yw cart size</i>	0%	14%	86%	0%	0%	14%	55%	32%	22%
9) Clean-Up Event Participation <i>I participate in the annual city wide clean up event located at the City Shop each year in April.</i>	23%	50%	27%	14%	9%	50%	9%	18%	22%
10) Knowledge of Clean-Up Event <i>I am not aware of the annual city wide clean-up event held each year in April at the City Shop.</i>	19%	33%	48%	10%	10%	33%	29%	19%	22%
11) Preference for Bi-Weekly Recycle <i>I prefer recycle pick-up every other week in order to lower the recycle cost.</i>	36%	23%	41%	14%	23%	23%	18%	23%	22%

Actual Customer Comments from Returned Surveys

	# of same responses
1) Overall Satisfaction. I am satisfied with my overall garbage, recycle, yard waste service:	
-I don't think it's fair to be forced into garbage service/Would like to be able to not have garbage/recycle/YW	10
-Snohomish is driving people out of the city limits.	4
-New to area-pleased so far.	3
-Very happy with service.	2
-Overall happy with service-especially food waste composting	
-When are we citizens going to have our say about the huge bills we get for water and waste treatment?	
-We do not have recycle for business, I would love to have it.	7
-The company will not return calls for recycling. We have tried for 3 years	
-I think the City does an outstanding job in this area	
2) Satisfied with Rates. I am satisfied with my garbage, recycle, yard waste rates	
-I believe we are paying way to much for these services.	17
-Billing should be based on usage.	12
-Seniors produce less garbage and recycle, so it would be reasonable to charge them less w/out requiring poverty level income.	6
-Why is water so expensive/lower the rates	6
-Separate recycle and yard waste. Interested in doing own compost not having yard waste pick up.	5
-Would like to be billed monthly for everything.	5
-All City rates are high even for senior citizens.	3
-Monthly garbage should be 1/4 the amount of weekly garbage.	3
-Once a month recycling	2
-The cost to put items into landfill should be more than recycle	
-I am moving out of town due to this billing of WSG. It is too expensive & from what understand is a mistake by City leaders.	
-Why do I have to pay for YW when I don't even use YW or have a YW cart?	
-Why pay more for provided tote when easier for driver to unload and takes less time?	
-Very expensive	
3) Driver Satisfaction. I am satisfied with my driver's reliability, communication, and customer service.	
-Garbage pickup is too carelss-always have garbage on streets after pickup.	6
-Our service is always friendly and reliable. Guys are great!	6
-Garbage driver leaves lids off/abuse containers	5
-A few times cans not fully emptied	3
-Would like garbage/recycle drivers to not put carts in street. Put on curb. Don't block driveways	3
-6am pickup is too early.	2
-The garbage/recycle/yard waste provider routinely misses pickup w/out notice	2
-Would like to know what time the solid waste services will be picked up	2
-Drivers block driveways	

Actual Customer Comments from Returned Surveys		# of same responses
-Drivers drive too fast		
-Driver's reliability=good. Driver's customer service=bad		
-Great job getting all into the truck. No leftovers on the ground.		
-Need pick-up during snow/ice time too.		
4) Customer Service Satisfaction. I am satisfied with my billing customer service such as knowledge and customer care.		
-City customer service is very helpful.		7
-City staff is not helpful		
5) E-Services. I am interested in auto pay, on-line billing, and or the ability to pay with a credit card		
-Would like credit card payment without charges		14
-Would like automatic payment		6
6) Direct Customer Service Contact. I would like to be able to contact my solid waste provider directly for missed service, move in/out, etc.(Solid waste may be billed separate from water and sewer.)		
-Would like City to bill for all services.		
7) Carts to be Provided. I would like the solid waste provider to provide all carts, including garbage carts.		
8) Cart Size Options. I would like the ability to choose a recycle and yw cart size		
-Would like larger recycle cart		2
-Would like to choose color of recycle and yard waste cart		2
9) Clean-Up Event Participation. I participate in the annual city wide clean up event located at the City Shop each year in April.		
-Now that I know about City clean up event I could attend/Love the Annual City wide clean up		5
-I do appreciate the weekly yard waste pick up and do participate in annual City wide cleanup		2
-Seniors can't get items to City wide clean up. Would like once a year to go to their house and pick up.		2
10) Knowledge of Clean-Up Event. I am not aware of the annual city wide clean-up event held each year in April at the City Shop.		
-Better notice of City wide clean up, other than signs as you enter town.		3
11) Preference for Bi-Weekly Recycle. I prefer recycle pick-up every other week in order to lower the recycle cost.		
-Every other week recycle/garbage/yard waste		51

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ATTACHMENT B

Date: January 19, 2016
To: City Council
From: Jennifer Olson, Finance Director
Subject: Solid Waste Utility – SMC 8.12 Collection and Disposal of Solid Waste

The purpose of this agenda item for the City Council to start discussions about the solid waste utility and the pending sunset of the current contract, between the City and Rabanco, LTD. d/b/a Allied Waste of Lynnwood, due to expire in March of 2017. Staff is requesting City Council direction on how future city solid waste collection services will be provided and managed.

Background: The City of Snohomish established solid waste collection and disposal as a utility in 1985 with Ordinance 1543 (See Attachment A) and mandates collection of solid waste at all residences and businesses located within the city limits as per Chapter 8.12 of the Snohomish Municipal Code (See Attachment B). For the collection and disposal of solid waste the City entered into a contract with our current contractor - Rabanco, LTD aka Republic (See Attachment C) in March of 2003 and has periodically extended the contractual agreement to March 31, 2017. Current solid waste contract administration and customer service is provided by the City finance department staff. Solid waste disposal rates are charged to customers via the combined utility bill which includes water, sewer and storm water charges.

With the pending expiration of the solid waste contract, it is appropriate to review all issues, aspects and options available for providing solid waste administration and collection services to residents and businesses.

Options:

1. Continue Solid Waste as a Utility
 - a. Extend contract with existing contractor – no changes
 - b. Negotiate new contract with existing contractor - with changes to service and administration
 - c. Start Request For Proposals (RFP) process for a new solid waste services contract
2. Transition Solid Waste Service back to the WUTC
 - a. Revert solid waste management back to the Washington Utility and Transportation Commission (WUTC) as per Ch. 81.77.020 RCW

Issues:

- Is the current contract meeting all solid waste collection and disposal requirements of the City for health and welfare of citizens?
- Are solid waste rates competitive?
- Should the current contract be renegotiated with the existing contractor or initiate an RFP process to assess the market and seek out bids for a new contract and contractor?
- Customer service and solid waste administrative activities take up a significant amount of internal staff time. Should a new or amended solid waste contract require the

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contractor to handle customer services such as move in/out, missed collections and separately bill customers?

- Should the City remove itself from the solid waste collection business and allow the WUTC to govern and manage solid waste services?

Rates and Comparisons

Rate setting, for solid waste services, are established annually per the City contract. Rates are set according to the Refuse Rate Index (RRI), a weighted index based on CPI, Employment Cost index and Energy Information – diesel prices. The contractor notifies the City of the rate increase and new rates go into effect April 1 of each year. Current City of Snohomish solid waste rates effective until March 31, 2016 and are included with this memo (See Attachment D).

Table 1. below compares the 2015 garbage, recycling and yard waste rates along with contractual information for a number of surrounding communities. Table 2. compares City of Snohomish rates with WUTC solid waste rates for 2015.

Table 1. Comparison of Solid Waste and Recycling Rates: 2015

City	Garbage	Recycle	*Yard Waste	Contractor	Regulator
Snohomish	\$17.67	\$16.96	Included	Republic	City Contract
Lake Stevens	\$16.87	Included	\$15.70	Republic	WUTC
Sultan	\$20.31	\$9.15	\$16.23	Republic	City Contract
Monroe	\$14.46	\$4.41	\$8.06	Republic	City Contract
Woodinville	\$15.69	\$17.64	\$10.35	Waste Management	WUTC
Granite Falls	\$19.03	Included	\$9.36	Waste Management	WUTC
Arlington	\$19.00	Included	\$11.16	Waste Management	WUTC
Stanwood	\$23.27	Included	\$8.01	Waste Management	WUTC
Marysville	\$17.40	Included	\$9.65	Waste Management	City Contract
Mt. Lake Terrace	\$26.24	Included	Included	Waste Management	City Contract

*All bills include a 3.6% state refuse tax on garbage

Table 2. Comparison Rates: City of Snohomish and WUTC 2015

Service Type	City of Snohomish	WUTC-Tariff #19
1 Can weekly service	17.67	14.28
Recycling*	16.96	8.82
Less: Rebate	0.00	-1.04
Yard Waste	Included	10.35

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Solid Waste Tax	0.99	0.51
Monthly Cost	35.61	32.92
Annual Cost	427.33	395.09

*City recycling services provided weekly; WUTC recycling services provided bi-weekly

Customer Service and Contract Administration

Solid waste customer services are provided by City of Snohomish finance department staff serving as liaisons to the solid waste contractor. Customers contact City Hall for service setup, problems with service and billing and then this customer information is transferred to the solid waste contractor. Solid waste customer service and contract administration staff time is estimated to utilize the equivalent of 2.0 FTEs plus managerial time for oversight of the solid waste services program.

Proposed Next Step: Customer Survey

One of the most critical pieces in the upcoming solid waste services discussion will be resident and business owner input. Staff proposes a customer survey (See Attachment E) which will be included in the next two bi-monthly utility bill cycles. Customers will be asked to complete the survey and return it to the City by either including the survey with their utility billing payment, drop the survey in the utility bill after-hours drop box or mail to City Hall. Survey results will be tallied and feedback will be provided to the City Council at a future City Council meeting.

Staff anticipates that it will take most of spring 2016 to gather public input on solid waste services for the community and prepare for an RFP process and contract negotiations. Survey results will be provided to the City Council around April 2016. Any changes will require transition for adequate time to transfer customer information, coordinate administrative issues, determine capital equipment requirements and prepare for any changes to services. An RFP process takes up staff time; however, does allow for the City to test the market with regards to rates and services.

STRATEGIC PLAN REFERENCE: *"High quality and sustainable city services"*

RECOMMENDATION: That the City Council **DISCUSS** solid waste collection and disposal services and **DIRECT** staff on next steps.

ATTACHMENT(S):

- A. Ordinance 1543
- B. SMC Ch. 8.12 Collection and Disposal of Solid Waste
- C. Current - Solid Waste Contract – Allied Waste
- D. Current-City of Snohomish Solid Waste Rates
- E. Proposed Solid Waste Customer Survey

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ATTACHMENT C



Consumer Guide Residential Garbage and Recycling



Garbage and Recycling

This guide contains answers to the most frequently asked questions from customers of garbage and recycling companies regulated by the Utilities and Transportation Commission (commission).

In Washington, solid waste and recycling collection is a regulated “monopoly” industry. Prior to 1961, these companies were regulated as trucking companies. As a result, they could pick the most lucrative markets, leaving some unincorporated counties without solid waste collection services, or charging much higher rates for county customers to receive garbage service.

The state Legislature, by law, created exclusive solid waste territories so that all customers would receive basic solid waste services. There were two reasons for this decision: to create universal garbage service for all customers; and to enhance safety by limiting the number of garbage trucks driving in residential areas and on the roads.



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The commission regulates the rates and services of privately-owned garbage and recycling companies.

If your service is provided by city employees or by a company under contract with a city or county, these answers do not apply. Instead, you should contact your city or county's solid waste department for assistance.

For a list of regulated companies in Washington please visit www.utc.wa.gov/solidwaste.

Questions and Answers About Your Services

Can a solid waste company refuse to provide me service?

Yes. A solid waste company may refuse to provide service for any of the following reasons:

- Noncompliance with state, county or municipal laws concerning solid waste services, i.e., not using a proper solid waste container.
- The company decides that conditions are hazardous or impractical to provide service due to inclement weather, disasters or the truck cannot drive down certain roads due to the weight of the truck or rough roads.

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- Your payment is overdue with the company for the same type of service at the same or a different address.
- Someone else currently living with you has an overdue bill with the company; has not made satisfactory arrangements for payment of the overdue bill; and the company has objective evidence that you are helping the prior customer to avoid payment.
- You deceptively obtained service.
- The company determines there are unsafe conditions that prevents it from safely collecting the garbage. This may include a dangerous animal being loose, or hazardous road conditions.
- Garbage containers are not accessible from the street, alley or road.
- The company judges that driveways or roads are not maintained; turnarounds are too small for the garbage truck to safely negotiate; or there are other unsafe conditions.
- Garbage cans exceed capacity or weight limits set forth in the company's tariff.

A company cannot refuse service if the former occupant has an unpaid bill.

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Can the company skip a pickup due to poor weather conditions?

Yes. A pickup may be missed due to hazardous weather or road conditions. You can set the missed garbage out for the next regularly scheduled pick up at no extra cost.

Does the company have the right to discontinue my service if I don't pay my bill on time?

Yes. You may lose service if you fail to pay your bill or make payment arrangements, or if you have violated the rules or service agreements agreed upon at the time you began service.

Will I receive notice before discontinuance of my garbage service?

The company must mail or personally deliver a written notice to your address before it can discontinue garbage or recycling pickup. The company must wait eight business days following the mailing before stopping service if the notice was mailed from within Washington, 11 business days if mailed from outside Washington. If the company



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personally delivers the notice, it may discontinue service after one full business day following delivery. Before discontinuing service, the company must make at least one additional attempt to reach you either in person or at least twice by telephone. The company may also put a notice on your garbage can, container or drop box. This notice is in addition to the first written notice and must be made at least 24 hours before service is discontinued. If you don't feel you were properly notified, ask to speak with a supervisor at the company. If you are still not satisfied, call the commission's Consumer Protection Help Line toll-free at 1-888-333-WUTC (9882).

How do I make a complaint against my garbage company?

Contact the company first and attempt to resolve the complaint. If the company representative is unable to resolve your dispute, ask to speak with a supervisor. If, after speaking with the supervisor, you are still dissatisfied; call the commission. You may file a complaint by calling the commission's toll-free Consumer Help Line at 1-888-333-WUTC (9882) or consumer@utc.wa.gov. Consumer Protection staff will contact the company on your behalf and work with the company to attempt to resolve your dispute.

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Do I have to pay a deposit for solid waste collection service?

Homeowners and customers with good credit records will not have to pay a deposit. Customers without a satisfactory credit rating might be required to pay a deposit before service begins. The following examples are conditions that may require a deposit:

- You owe an unpaid, overdue balance to another garbage collection company.
- You received two or more delinquent notices from your prior company in the previous twelve months.
- Another occupant at your address has an overdue bill owed to the company.
- You lost garbage service within the last 12 months for failure to pay.

How much can I expect the deposit to be?

The amount of deposit depends on the type of service you have and whether the company bills monthly, every other month, or quarterly. Example: You sign up for one-can weekly service. If the company's billed monthly rate for service is \$10, your deposit will be \$20.

The deposit schedule is:

- If the company bills monthly, your deposit is two months estimated service cost.
- If the company bills every other month, your deposit is three months of estimated service cost.
- If the company bills quarterly, your deposit is four months of estimated service cost.

When will I get my deposit back?

After prompt payment of your bill for 12 consecutive months, you will receive repayment of the deposit by a refund or applying the amount of the deposit to your account balance plus interest. Prompt payment means you cannot have received more than two past-due notices in the previous twelve months.

What if I am unable to pay a deposit?

Your company must make payment arrangements with you for the deposit. The company must allow the option of paying one-half of the deposit prior to receiving service, and paying the remaining balance of your deposit in two equal payments over a two month period.

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Rates

How can I learn more about the rates my company charges?

Commission approved rates are kept in a company's tariff. A tariff is a document that outlines the rates, services, terms and conditions of service. The commission's Web site, www.utc.wa.gov, has companies' tariffs online or you may contact your company and they will send you a copy of their tariff upon request. You can also view a company's tariff at their office.

How is my garbage rate determined?

Many factors contribute to the cost of garbage services, including: disposal fees; equipment costs; drivers' wages; taxes; compliance with local regulations; and administrative expenses. If any of these costs change, your company must seek approval from the commission to change rates and you will receive a notice of the company's intent to increase rates. You will be asked to comment on the proposed increase, which is your opportunity to be involved in the commission's decision-making process.

How can I get more information about a pending rate increase?

Call the commission toll-free at 1-888-333-WUTC (9882) for information about participating in the commission's rate-setting process and information about a specific rate case. Commission staff can place you on a mailing list that will automatically notify you of a public meeting regarding the proposed increase.

How does the commission decide whether to approve a rate change?

Commission staff examines all rate change proposals to determine whether the request is fair, just, reasonable and sufficient. This review includes an audit of the company's expenses, and consideration of public comments. Following this review, staff makes a recommendation to the three-member commission at a public meeting at which customers may also speak about the proposal. The commission may approve changes proposed by the company, grant lower rates or postpone the rate increase for further investigation.



DISCUSSION ITEM 6b

What information should be on my bill?

All solid waste bills must show:

- The billing period;
- The mailing date, due date and when the bill becomes delinquent;
- The company name, address and telephone number;
- The amount and percentage of each tax or fee;
- Each service listed as a separate line item;
- The total amount due; and
- A late payment fee, if applicable.

Can the company assess a late payment charge?

Yes, if the company has a late payment charge in its tariff.

How can I lower my garbage bill?

Contact your company to determine what service level options are available. By recycling, you may be able to reduce your garbage amount and move to a smaller container. To find out more about recycling options, contact your company or you may call the Washington State Department of Ecology at 1-800-RECYCLE (1-800-732-9253).

How can I get rid of household hazardous waste?

Contact your county for assistance. Many times they will accept solvents, unused paint, concrete and acids at different disposal sites. Do not put hazardous waste in with your regular garbage. There are special handling standards for the collection and disposal of these materials in federal, state and local rules.

Contact the Commission

Consumer Help Line

1-888-333-WUTC (9882) toll free

consumer@utc.wa.gov

General Information

(360) 664-1160

info@utc.wa.gov

www.utc.wa.gov

1300 S. Evergreen Park Drive SW

P.O. Box 47250

Olympia, WA 98504-7250

To request availability of commission
publications in alternate formats call:

(360) 664-1133 or TTY: 1-800-416-5289

(toll free)



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Olympia, WA 98504

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(360) 586-1150 Fax
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CONSENT ITEM 7a***Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
HCI Steel Buildings					
	58567	080316-LM-B	4/14/16	Deposit - carport materials	\$2,913.46
	58567	080316-LM-B2	4/14/16	Deposit - carport materials	\$5,337.90
				Check Total	\$8,251.36
				Batch Total	\$8,251.36
AA Plumbing LLC					
	58568	32916	4/19/16	Business License Overpayment	\$30.00
				Check Total	\$30.00
Pacific Trim Inc					
	58569	33016	4/19/16	Business License Overpayment	\$25.00
				Check Total	\$25.00
Snohomish County Treasurer					
	58570	CrimevictimsEDC	4/19/16	State Pass Thru March 2016	\$180.79
	58570	CrimevictimsTVB	4/19/16	State Pass Thru March 2016	\$0.85
				Check Total	\$181.64
Washington State Department of Licensing					
	58571	SNP000080	4/19/16	Renewal CPL Kitchens	\$18.00
	58571	SNP000082	4/19/16	Renewal CPL Moutray	\$18.00
	58571	SNP000083	4/19/16	Original CPL Dreyer	\$18.00
	58571	SNP000084	4/19/16	Renewal CPL Davis	\$21.00
	58571	SNP000085	4/19/16	Renewal CPL Bennett	\$18.00
	58571	SNP000086	4/19/16	Original CPL Huotari	\$18.00
	58571	SNP000072	4/19/16	Original CPL Springhart	\$18.00
	58571	SNP000087	4/19/16	Original CPL Y Klein	\$18.00
	58571	SNP000088	4/19/16	Original CPL R Klein	\$18.00
				Check Total	\$165.00
Washington State Treasurer					
	58572	EDCSTGEN40	4/19/16	State Pass Thru March 2016	\$3,991.24
	58572	EDCSTGEN50	4/19/16	State Pass Thru March 2016	\$1,961.83
	58572	EDCSTGEN54	4/19/16	State Pass Thru March 2016	\$176.45
	58572	EDCHWYSAFETY	4/19/16	State Pass Thru March 2016	\$56.75
	58572	EDCDEATHINV	4/19/16	State Pass Thru March 2016	\$35.77
	58572	EDCJISACCT	4/19/16	State Pass Thru March 2016	\$234.76
	58572	EDCTRAUMA	4/19/16	State Pass Thru March 2016	\$69.16
	58572	EDCAUTOTHEFT	4/19/16	State Pass Thru March 2016	\$114.04
	58572	EDCTRAUMABRAIN	4/19/16	State Pass Thru March 2016	\$24.72
	58572	WSPHIWAYS SAFE	4/19/16	State Pass Thru March 2016	\$202.75
	58572	TVBSTGEN50	4/19/16	State Pass Thru March 2016	\$31.09
	58572	TVBSTGEN40	4/19/16	State Pass Thru March 2016	\$16.91
	58572	TVBJIS	4/19/16	State Pass Thru March 2016	\$23.00
	58572	TVBTRAUMA	4/19/16	State Pass Thru March 2016	\$5.00
	58572	TVBAUTOTHEFT	4/19/16	State Pass Thru March 2016	\$10.00
	58572	BLDGSVCCHG	4/19/16	State Pass Thru March 2016	\$56.75
				Check Total	\$7,010.22
				Batch Total	\$7,411.86
Granite Construction Supply					
	58573	262_00062626	4/19/16	Traffic Signs, Steel Posts	\$2,007.36
	58573	262_00062556	4/19/16	Signs for Bickford Ave Traffic Lights	\$241.25
	58573	C26200059631	4/19/16	credit for signs	\$-1,595.19
				Check Total	\$653.42
				Batch Total	\$653.42
Automatic Funds Transfer Services, Inc					
	58574	87476	4/27/16	Storm Printing for Feb/March Billing	\$170.92
	58574	87476	4/27/16	Garbage Printing for Feb/March Billing	\$170.92

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	58574	87476	4/27/16	Sewer Printing for Feb/March Billing	\$170.93
	58574	87476	4/27/16	Water Printing for Feb/March Billing	\$170.93
	58574	87476	4/27/16	Storm Postage for Feb/March Billing	\$149.64
	58574	87476	4/27/16	Garbage Postage for Feb/March Billing	\$149.64
	58574	87476	4/27/16	Sewer Postage for Feb/March Billing	\$149.65
	58574	87476	4/27/16	Water Postage for Feb/March Billing	\$149.65
				Check Total	\$1,282.28
All Around Fence Co					
	58575	8029	4/27/16	Ludwig House Fence	\$4,293.43
				Check Total	\$4,293.43
Allied Waste of Lynnwood					
	58576	0197-001938783	4/27/16	Spring Clean-up	\$434.31
				Check Total	\$434.31
Alpha Courier Service					
	58577	15592	4/27/16	Courier Service for labs	\$91.60
				Check Total	\$91.60
Alpine Fire and Safety					
	58578	27632	4/27/16	First Aid Supplies	\$195.83
				Check Total	\$195.83
AT&T Mobility					
	58579	413073-4/16	4/27/16	WTP Modem Scada Remote Connections	\$42.36
				Check Total	\$42.36
Washington Tractor					
	58580	04010883	4/27/16	Yanmar Mini vio55	\$75,580.09
				Check Total	\$75,580.09
Benchmark Document Solutions					
	58581	10501	4/27/16	City Hall Fax Machine	\$15.91
				Check Total	\$15.91
BHC Consultants					
	58582	7654	4/27/16	WWTP Upgrades 13-48	\$12,138.81
				Check Total	\$12,138.81
Bickford Motors					
	58583	1092730	4/27/16	cleaner EP126	\$32.89
				Check Total	\$32.89
Central Welding Supply Inc.					
	58584	EV222016	4/27/16	welding tip	\$41.77
	58584	RN03161017	4/27/16	acetylene	\$13.92
				Check Total	\$55.69
City of Everett Finance					
	58585	I16000797	4/27/16	Outside Lab	\$495.00
	58585	I16000326	4/27/16	Stormwater Samples	\$189.00
	58585	I16000178	4/27/16	Stormwater Samples	\$189.00
	58585	I16000798	4/27/16	Stormwater Samples	\$189.00
				Check Total	\$1,062.00
City Of Everett Utilities					
	58586	01954604222016	4/27/16	3300 Blk Bickford Ave	\$2,676.98
	58586	01015704222016	4/27/16	6600 109th Ave SE	\$35,709.05
	58586	01741004222016	4/27/16	6203 107th Ave SE	\$1,052.66
	58586	01016404222016	4/27/16	6400 118th Dr SE	\$505.40
	58586	01673904222016	4/27/16	99th St SE/5 Line	\$1,031.88
				Check Total	\$40,975.97
Comcast					
	58587	892709-4/16	4/27/16	Water Share Shop Internet	\$18.54
	58587	892709-4/16	4/27/16	Storm Share Shop Internet	\$18.55

CONSENT ITEM 7a***Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58587	892709-4/16	4/27/16	Wastewater Share Shop Internet	\$18.55
	58587	892709-4/16	4/27/16	Streets Share Shop Internet	\$18.55
	58587	892709-4/16	4/27/16	Parks Share Shop Internet	\$9.27
	58587	892709-4/16	4/27/16	Fleet & Facilities Share Shop Internet	\$27.81
	58587	482016-4/16	4/27/16	Manager Share City Hall Internet	\$16.83
	58587	482016-4/16	4/27/16	Human Resources Share City Hall Internet	\$16.79
	58587	482016-4/16	4/27/16	Clerk Share City Hall Internet	\$16.79
	58587	482016-4/16	4/27/16	Inspection Share City Hall Internet	\$16.79
	58587	482016-4/16	4/27/16	Economic Dev Share City Hall Internet	\$16.79
	58587	482016-4/16	4/27/16	Planning Share City Hall Internet	\$16.79
	58587	482016-4/16	4/27/16	Finance Share City Hall Internet	\$16.79
	58587	482016-4/16	4/27/16	IS Share City Hall Internet	\$16.81
	58587	482016-4/16	4/27/16	Engineering Share City Hall Internet	\$16.79
				Check Total	\$262.44
Dog Waste Depot					
	58588	103270	4/27/16	dog waste bags	\$472.00
				Check Total	\$472.00
Environmental Resource Association					
	58589	788727	4/27/16	Lab Supplies	\$782.89
				Check Total	\$782.89
E S A					
	58590	120160	4/27/16	22-15-SP & 23-15-SP	\$417.47
				Check Total	\$417.47
Evergreen District Court					
	58591	March 2016	4/27/16	Court filing fees March 2016	\$1,483.20
	58591	March 2016	4/27/16	Interpreter	\$100.00
				Check Total	\$1,583.20
Evergreen Security Systems Inc					
	58592	67261	4/27/16	PD Alarm Monitoring May 2016-April 2017	\$348.00
	58592	67781	4/27/16	Alarm Service Call	\$103.65
				Check Total	\$451.65
Evergreen State Heat & AC					
	58593	30546	4/27/16	PD Repair HVAC	\$3,907.02
				Check Total	\$3,907.02
Federal Express Corp.					
	58594	5-378-08059	4/27/16	HR Shipping	\$32.14
				Check Total	\$32.14
Firstline Communications, Inc					
	58595	138419	4/27/16	City Hall Phone System Service	\$98.55
				Check Total	\$98.55
Frontier					
	58596	118075-4/16	4/27/16	Telemetry Auto Dialer	\$72.95
	58596	406075-4/16	4/27/16	City Manager Share City Hall Fax	\$9.54
	58596	406075-4/16	4/27/16	Human Resources Share City Hall	\$9.52
	58596	406075-4/16	4/27/16	Clerk Share City Hall Fax	\$9.52
	58596	406075-4/16	4/27/16	Building Inspection Share City Hall Fax	\$9.52
	58596	406075-4/16	4/27/16	Economic Development Share City Hall Fax	\$9.52
	58596	406075-4/16	4/27/16	Planning Share City Hall Fax	\$9.52
	58596	406075-4/16	4/27/16	Finance Share City Hall Fax	\$9.53
	58596	406075-4/16	4/27/16	IS Share City Hall Fax	\$9.52
	58596	406075-4/16	4/27/16	Engineering Share City Hall Fax	\$9.52
				Check Total	\$158.66

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
Girard Resources & Recycling, LLC					
	58597	33302	4/27/16	Dump Shop Debri	\$195.00
	58597	33143	4/27/16	Pilchuck Park Lawn Mix	\$74.05
	58597	33144	4/27/16	Ferguson Park Asphalt	\$96.00
				Check Total	\$365.05
Gray & Osborne, Inc.					
	58598	7	4/27/16	Sewer System App (Phase I)	\$2,742.08
	58598	3	4/27/16	Storm NPDES Permit Assistance 14-22	\$708.83
	58598	5	4/27/16	Water System App 15-22	\$2,240.89
				Check Total	\$5,691.80
Granite Construction Supply					
	58599	262_00062646	4/27/16	velcro for signs	\$75.35
				Check Total	\$75.35
Graybar Electric Co.					
	58600	983622717	4/27/16	CAT5 coupler for City Hall Conference Rm	\$29.88
	58600	983792857	4/27/16	Network cable for EOC	\$22.41
	58600	983595890	4/27/16	CAT5 coupler for City Hall Conference Rm	\$7.47
				Check Total	\$59.76
Grainger Inc.					
	58601	9070732327	4/27/16	laundry soap	\$66.60
	58601	9055516554	4/27/16	dust masks, ear plugs, cleaners	\$119.49
	58601	9055516554	4/27/16	green marking paint	\$70.30
	58601	9078588838	4/27/16	facilities gloves	\$31.00
				Check Total	\$287.39
H.B. Jaeger					
	58602	171349/1	4/27/16	Pipe Wrench	\$77.41
	58602	171212/1	4/27/16	Service Line	\$45.70
	58602	171347/1	4/27/16	manhole riser	\$31.01
				Check Total	\$154.12
Home Depot - Parks					
	58603	0011256	4/27/16	ladder	\$109.08
				Check Total	\$109.08
Home Depot - Streets					
	58604	8011586	4/27/16	concrete	\$53.46
				Check Total	\$53.46
Home Depot - Storm					
	58605	1580502	4/27/16	mortar	\$43.57
	58605	0014847	4/27/16	Batt for rainbow bugs	\$13.07
	58605	4031266	4/27/16	Decant Screen	\$106.10
	58605	4141429	4/27/16	Decant Screen	\$73.76
	58605	3010744	4/27/16	bolts	\$0.84
	58605	8011640	4/27/16	concrete	\$34.37
				Check Total	\$271.71
HD Supply Waterworks LTD					
	58606	F141824	4/27/16	Meter Re-setters for Meter Replacement	\$683.53
	58606	F318926	4/27/16	Radio antenna for meters	\$146.80
	58606	F285506	4/27/16	Hydrant repair kits	\$224.75
				Check Total	\$1,055.08
Home Depot Waste Water Treatment					
	58607	0561828	4/27/16	Hand Pump for Polymer	\$33.80
				Check Total	\$33.80
ICMA Membership Renewals					
	58608	305037	4/27/16	City Mgr Bauman 2016 dues	\$1,166.82
				Check Total	\$1,166.82

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
IER Environmental Services, Inc					
	58609	2016-4403	4/27/16	Magnesium Hydroxide	\$9,203.68
				Check Total	\$9,203.68
Integra Telecom					
	58610	13797145	4/27/16	City Hall Phones	\$2,002.64
	58610	13805317	4/27/16	Water Reservoir	\$62.08
				Check Total	\$2,064.72
Lakeside Industries					
	58611	6013763MB	4/27/16	Cold Mix - Patches & Pot holes	\$713.03
				Check Total	\$713.03
Laura Clarke					
	58612	4152016	4/27/16	Mileage Reimbursement	\$20.84
				Check Total	\$20.84
McDaniel Do It Center - Parks					
	58613	469558	4/27/16	auto body filler	\$29.37
	58613	470923	4/27/16	supplies	\$2.17
	58613	470823	4/27/16	keys single cut	\$2.17
	58613	470903	4/27/16	fasteners EP127	\$0.32
	58613	470451	4/27/16	park restrooms - spray bottle	\$39.12
	58613	470913	4/27/16	fasteners	\$0.40
	58613	470909	4/27/16	line trimmer head and line	\$74.17
				Check Total	\$147.72
McDaniel Do It Center-SS					
	58614	470575	4/27/16	duct tape	\$4.34
	58614	471180	4/27/16	Telephone accessories, masking tape	\$42.49
				Check Total	\$46.83
McDaniel Do It Center- Streets					
	58615	471051	4/27/16	vise grips	\$15.26
	58615	471122	4/27/16	charger	\$40.35
	58615	471090	4/27/16	bolts	\$0.48
	58615	471492	4/27/16	rings, fasteners, links	\$15.11
				Check Total	\$71.20
McDaniel Do It Center - Water					
	58616	470570	4/27/16	Misc Parts	\$17.98
				Check Total	\$17.98
McDaniel's Do It Center Wastewater					
	58617	471187	4/27/16	bolts	\$16.71
	58617	471385	4/27/16	screen rake	\$56.67
	58617	471219	4/27/16	bolts	\$4.32
	58617	471401	4/27/16	clamps	\$3.91
				Check Total	\$81.61
North Coast Electric Co.					
	58618	S7096377.001	4/27/16	breaker	\$82.16
				Check Total	\$82.16
Northern Safety Equip Co					
	58619	901858985	4/27/16	Safety glasses	\$28.97
	58619	901858985	4/27/16	Safety glasses	\$28.97
	58619	901858985	4/27/16	Safety glasses	\$28.95
	58619	901858985	4/27/16	Safety glasses	\$28.95
	58619	901858985	4/27/16	Safety glasses	\$28.95
	58619	901858985	4/27/16	Safety glasses	\$28.95
	58619	901858985	4/27/16	Safety glasses	\$28.95
				Check Total	\$202.69

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
North Sound Hose & Fitting Inc					
	58620	72708	4/27/16	valve replacement	\$8,930.94
	58620	72709	4/27/16	valve replacement	\$721.31
				Check Total	\$9,652.25
Owen Equipment Company					
	58621	00079279	4/27/16	EP-100 Vac truck repair	\$13,964.55
	58621	00079279	4/27/16	EP-100 Vac truck repair	\$13,964.55
	58621	00079279	4/27/16	EP-100 Vac truck repair	\$13,964.54
				Check Total	\$41,893.64
Platt Electric Supply					
	58622	J028065	4/27/16	LED St Light Upgrade - TIB Grant	\$22,910.87
				Check Total	\$22,910.87
The Greg Prothman Company					
	58623	2016-5326	4/27/16	Interim Planning Director Services	\$2,384.71
	58623	2016-5313	4/27/16	Planning Director Recruitment	\$5,583.33
				Check Total	\$7,968.04
Puget Sound Energy					
	58624	2857004072016	4/27/16	701 18th St	\$40.74
	58624	9703204072016	4/27/16	2000 Weaver Rd	\$12.14
	58624	6202404072016	4/27/16	50 Lincoln Ave	\$81.32
	58624	9758904072016	4/27/16	50 Maple Ave	\$80.26
	58624	2924804072016	4/27/16	2100 Baird Ave	\$94.47
	58624	2836404072016	4/27/16	1610 Park Ave	\$38.64
	58624	2878604072016	4/27/16	112 Union Ave	\$61.81
	58624	9467804072016	4/27/16	116 Union Ave	\$195.13
				Check Total	\$604.51
Riverside Sand & Gravel					
	58625	71312	4/27/16	rock	\$149.85
	58625	71408	4/27/16	rock	\$158.00
				Check Total	\$307.85
Rubantino Refuse Removal Inc					
	58626	354404012016	4/27/16	Decant Container	\$948.72
				Check Total	\$948.72
Snohomish County Fire Dist.#4					
	58627	0012	4/27/16	Facility Use Fee - All City Staff Mtg	\$50.00
				Check Total	\$50.00
Schluter Water System					
	58628	7304102016	4/27/16	2000 Ludwig Water	\$25.28
				Check Total	\$25.28
Snohomish County Public Defender Association					
	58629	1416	4/27/16	Indigent Defense Services	\$8,937.49
				Check Total	\$8,937.49
Snohomish County Pud #1					
	58630	121044594	4/27/16	#1000395660, 617 18th, Champagne L/S	\$116.64
	58630	121044464	4/27/16	#1000539970, 1608 Park, Hill Park	\$98.03
	58630	114407763	4/27/16	#1000439204, 40 Maple, Commercial L/S	\$56.41
	58630	104445662	4/27/16	#1000542988, 50 Lincoln, Lincoln L/S	\$116.99
	58630	104445516	4/27/16	#1000482443, 505 Rainier, Rainier L/S	\$760.66
	58630	111094911	4/27/16	#1000531586, 2621 Bickford, S Signal	\$69.40
	58630	114413311	4/27/16	#1000498870, 210 Ave D, Traffic Signal	\$50.09
	58630	111098465	4/27/16	#1000467578, 1301 1st, Visitor Info Cntr	\$140.45
	58630	111093848	4/27/16	#1000566359, 811 1st, Street Lighting	\$17.42
	58630	107787198	4/27/16	#1000125557, 116 Union, City Hall	\$513.25

CONSENT ITEM 7a***Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting***

Name	Check #	Invoice #	Check Date	Description	Amount
	58630	107782228	4/27/16	#1000125213, 169 Cypress, Pilchuck Park	\$324.54
	58630	137481410	4/27/16	#1000558695, 1029 1st, Downtown Restroom	\$63.64
	58630	134268859	4/27/16	#1000385041, 20 Ave A, Street Lighting	\$15.73
	58630	134265235	4/27/16	#1000535766, 1610 Park, Hill Park	\$65.87
	58630	130976885	4/27/16	#1000580435, 400 2nd, Street Lighting	\$31.16
	58630	127669218	4/27/16	#1000137618, 1801 1st, City Shop	\$612.08
	58630	124361756	4/27/16	#1000125182, 230 Maple, Police Dept	\$807.73
	58630	104448702	4/27/16	116 Union Ave, First Street Lighting	\$60.87
	58630	147400962	4/27/16	#1000301981, 201 Maple Ave, Street Light	\$44.94
	58630	144108128	4/27/16	121 Glen Ave, Street Lighting	\$8.02
	58630	144107700	4/27/16	116 Ave B, Street Lighting	\$8.02
	58630	144102810	4/27/16	#1000571566, 501 2nd, Traffic Signal	\$86.01
	58630	144107701	4/27/16	124 Ave B, Street Lighting	\$8.02
	58630	144107690	4/27/16	#1000579410, 1115 1st, Street Lighting	\$16.54
	58630	163550047	4/27/16	#1000430944, 112 Union, Eng Bldg	\$87.09
	58630	157134654	4/27/16	#1000122743, 2000 Ludwig, Park	\$15.14
	58630	160336791	4/27/16	#1000539313, 1010 2nd, Street Lighting	\$48.47
	58630	166820922	4/27/16	#1000561224, 1301 1st, Traffic Signal	\$74.37
	58630	157129338	4/27/16	#1000531585, 2749 Bickford, N Signal	\$107.65
	58630	144104617	4/27/16	#1000545615, 1610 Park, Hill Park	\$18.54
	58630	111098528	4/27/16	#1000524038, 1801 1st, Pole Bldg	\$43.38
	58630	107788573	4/27/16	#1000539338, 1801 1st, Shop Portable	\$53.33
	58630	107788573	4/27/16	#1000539338, 1801 1st, Shop Portable	\$53.34
	58630	166820369	4/27/16	#1000556519, 2181 Cady, Shadowood L/S	\$31.72
	58630	160338535	4/27/16	#1000125814, 1819 1st, CSO	\$420.40
	58630	147404683	4/27/16	#1000417350, 1930 Stone Ridge, L/S	\$84.58
	58630	160340987	4/27/16	#1000528484, 2330 Baird, Clarkes Pond	\$95.76
	58630	104451859	4/27/16	#1000515696, 1627 Terrace, N Zone Tank	\$31.19
	58630	124366042	4/27/16	#1000381307, 2014 Terrace, Inter-tie	\$32.59
	58630	130980858	4/27/16	#1000230125, 219 13th, S Zone Res	\$288.69
				Check Total	\$5,578.75
Snohomish County Sheriff's Office					
	58631	I000407994	4/27/16	Law Enforcement Services April 2016	\$10,854.11
	58631	I000407994	4/27/16	Law Enforcement Services April 2016	\$180,427.53
	58631	I000407994	4/27/16	Law Enforcement Services April 2016	\$33,807.61
				Check Total	\$225,089.25
Snohomish County Corrections					
	58632	2016-3068	4/27/16	Jail Service fees February 2016	\$11,185.71
				Check Total	\$11,185.71
Snohomish Auto Parts					
	58633	447224	4/27/16	additives EP126	\$32.73
	58633	448919	4/27/16	Clarke's pond engine parts	\$9.78
				Check Total	\$42.51
Snohomish Senior Center					
	58634	16-479	4/27/16	Monthly Fee	\$1,000.00
				Check Total	\$1,000.00
Taylor's Snohomish Tree Service Co.					
	58635	1765	4/27/16	tree removal	\$14,523.94
				Check Total	\$14,523.94
Sound Equipment Rental and Sales					
	58636	11281	4/27/16	Roller Rental	\$680.00
	58636	11277	4/27/16	Ferguson Park - Excavator	\$1,200.10
				Check Total	\$1,880.10

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
Sound Safety Products Co.					
	58637	52897/1	4/27/16	sample uniform return	\$-23.58
	58637	52897/1	4/27/16	uniform - Mike Johnson	\$94.45
	58637	52897/1	4/27/16	uniform - Derek Debari	\$58.53
	58637	46604/1	4/27/16	partial uniforms	\$316.02
	58637	46604/1	4/27/16	partial uniforms	\$287.34
	58637	46604/1	4/27/16	partial uniforms	\$233.56
	58637	46604/1	4/27/16	partial uniforms	\$183.62
	58637	46604/1	4/27/16	partial uniforms	\$259.05
	58637	46604/1	4/27/16	partial uniforms	\$212.51
	58637	46604/1	4/27/16	partial uniforms	\$201.65
	58637	46604/1	4/27/16	partial uniforms	\$316.96
	58637	46604/1	4/27/16	partial uniforms	\$201.65
	58637	46604/1	4/27/16	partial uniforms	\$176.25
	58637	46604/1	4/27/16	partial uniforms	\$189.12
	58637	46604/1	4/27/16	partial uniforms	\$551.75
	58637	46604/1	4/27/16	partial uniforms	\$127.84
	58637	46604/1	4/27/16	partial uniforms	\$82.68
Check Total					\$3,469.40
Sound Telecom					
	58638	000006-691-671	4/27/16	monthly answering service April 2016	\$116.74
Check Total					\$116.74
Speedway Chevrolet					
	58639	162952	4/27/16	service air bag EP156	\$212.19
	58639	100166	4/27/16	handle	\$44.06
Check Total					\$256.25
Staples Advantage					
	58640	3298550986	4/27/16	Office Supplies	\$38.86
	58640	3298550986	4/27/16	Paper	\$17.36
	58640	3298550982	4/27/16	office supplies	\$28.87
	58640	93041	4/27/16	office supplies	\$28.88
	58640	3298550985	4/27/16	Office Supplies	\$0.59
	58640	3298550984	4/27/16	Office Supplies	\$4.35
	58640	3298550983	4/27/16	Office Supplies	\$113.27
Check Total					\$232.18
Strategies 360					
	58641	772-17699	4/27/16	Research - Focus Groups	\$6,000.00
Check Total					\$6,000.00
Streamline Digital Imaging					
	58642	41516	4/27/16	Park banner printing	\$114.24
Check Total					\$114.24
Summit Law Group PLLC					
	58643	78403	4/27/16	Labor Relations Consultant	\$403.00
Check Total					\$403.00
Tetra Tech Inc					
	58644	51035274	4/27/16	Blackmans Lake Project - Design Services	\$2,750.00
Check Total					\$2,750.00
Sound Publishing					
	58645	7670076	4/27/16	Employment Advertising	\$1,316.40
Check Total					\$1,316.40
Sound Publishing					
	58646	EDH693083	4/27/16	Ordinance 2305 Publication	\$41.28
	58646	04062016	4/27/16	Ordinance 2293 Publication	\$377.64

CONSENT ITEM 7a***Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
					Check Total
					\$418.92
Top Soils Northwest, Inc.					
	58647	T58885	4/27/16	Spring Clean up - Bark	\$77.54
	58647	T58883	4/27/16	Spring Clean up - Bark	\$77.54
	58647	T58939	4/27/16	shop stock	\$587.52
	58647	T58570	4/27/16	Pilchuck Park - topsoil	\$99.62
	58647	T58884	4/27/16	Spring Clean up - Bark	\$77.54
					Check Total
					\$919.76
Trailer Boss					
	58648	GM040872	4/27/16	Maxey Dump Trailer	\$16,260.16
					Check Total
					\$16,260.16
Uline					
	58649	75988267	4/27/16	Gloves	\$161.06
	58649	75560560	4/27/16	latex gloves	\$321.46
	58649	75560560	4/27/16	cable tie	\$126.01
					Check Total
					\$608.53
Unum Life Insurance					
	58650	220603027-5/16	4/27/16	retiree life insurance - May 2016	\$130.50
					Check Total
					\$130.50
UPS Store					
	58651	9716578	4/27/16	return postage - safety video	\$9.73
	58651	5750538	4/27/16	return postage - safety video	\$9.28
					Check Total
					\$19.01
Usa Bluebook Inc					
	58652	884706	4/27/16	lab supplies and respirator filters	\$188.76
					Check Total
					\$188.76
US Bank CPS					
	58653	33243	4/27/16	Prof Engineer License Renewal - Schuller	\$116.00
	58653	451209364	4/27/16	APWA Conference Hotel	\$288.84
	58653	894389	4/27/16	rails to trails subscription	\$18.00
	58653	17717818	4/27/16	Recertification Class - Devon Acton	\$320.00
	58653	4	4/27/16	First Street Clock Repair	\$81.90
	58653	17719284	4/27/16	Signs & Markings Exam Class - Allen	\$480.00
	58653	4192016	4/27/16	Daily Journal of Commerce Subscription	\$270.00
	58653	49654	4/27/16	Ice for labs	\$17.94
	58653	081385	4/27/16	wellness event	\$56.25
	58653	1291347	4/27/16	Car Wash	\$7.00
	58653	SO-006583	4/27/16	replacement dock surfacing	\$1,539.26
	58653	124974	4/27/16	switch EP127	\$34.03
	58653	3690-251054	4/27/16	plugs EP126	\$106.88
	58653	3497822	4/27/16	phone case	\$25.99
	58653	44935598	4/27/16	confined space training	\$320.00
	58653	870369385	4/27/16	CDL Physical - Maintenance	\$161.00
	58653	39900	4/27/16	MAG Meeting Lunch	\$37.93
	58653	107	4/27/16	Public Records Copying	\$7.64
	58653	100316836201	4/27/16	Economic Alliance SC Annual Mtg	\$55.00
	58653	009474	4/27/16	Meals for Open Government	\$29.88
	58653	04222016	4/27/16	PSRC RPEC Parking	\$14.00
	58653	91638008	4/27/16	PAW 2016 Spring Conf - Eidem	\$400.00
	58653	8335615350	4/27/16	MRSC Roster Annual Renewal	\$240.00
					Check Total
					\$4,627.54
U.S. Bank N.A - Custody					
	58654	March 2016	4/27/16	Monthly Maintenance Fee	\$26.00

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
					Check Total
US Health Works Medical Group WA, PS					\$26.00
	58655	0661104-WA	4/27/16	Hep B Vaccine - Maintenance Worker	\$94.00
					Check Total
					\$94.00
U.S. Postmaster					
	58656	040816-041416	4/27/16	Clerk Postage	\$1.94
	58656	040816-041416	4/27/16	Finance Postage	\$8.83
	58656	040816-041416	4/27/16	Police Postage	\$3.34
	58656	040816-041416	4/27/16	Planning Postage	\$5.36
	58656	040816-041416	4/27/16	Parks Postage	\$1.41
	58656	040816-041416	4/27/16	Public Works Postage	\$0.97
	58656	040816-041416	4/27/16	Water Postage	\$1.46
	58656	041516-042116	4/27/16	Council Postage	\$2.79
	58656	041516-042116	4/27/16	City Manager Postage	\$2.50
	58656	041516-042116	4/27/16	Clerk Postage	\$154.45
	58656	041516-042116	4/27/16	Finance Postage	\$29.30
	58656	041516-042116	4/27/16	Police Postage	\$7.12
	58656	041516-042116	4/27/16	Planning Postage	\$4.83
	58656	041516-042116	4/27/16	Parks Postage	\$2.03
	58656	041516-042116	4/27/16	Engineering Postage	\$2.04
	58656	041516-042116	4/27/16	Public Works Postage	\$3.38
					Check Total
					\$231.75
Utilities Underground Location					
	58657	6030202	4/27/16	March locates	\$19.51
	58657	6030202	4/27/16	March locates	\$19.51
	58657	6030202	4/27/16	March locates	\$19.50
					Check Total
					\$58.52
Verizon Wireless					
	58658	9763294424	4/27/16	Parks Cellular	\$164.14
	58658	9763294424	4/27/16	Streets Cellular	\$135.30
	58658	9763294424	4/27/16	Fleet Cellular	\$104.10
	58658	9763294424	4/27/16	Econ Cellular	\$57.68
	58658	9763294424	4/27/16	Bldg Insp Cellular	\$57.68
	58658	9763294424	4/27/16	Police Cellular	\$57.68
	58658	9763294424	4/27/16	Engrg Cellular	\$270.73
	58658	9763294424	4/27/16	Water Distribution Cellular	\$234.95
	58658	9763294424	4/27/16	WTP Cellular	\$205.39
	58658	9763294424	4/27/16	Collections Cellular	\$186.60
	58658	9763294424	4/27/16	Storm Cellular	\$117.20
	58658	9763294424	4/27/16	WWTP Cellular	\$173.04
	58658	9763294424	4/27/16	Utilities Manager Cellular	\$84.85
	58658	9763294424	4/27/16	City Mgr Cellular	\$57.68
	58658	9763294424	4/27/16	City Council Cellular	\$403.75
	58658	9763510899	4/27/16	CSO Modem	\$21.08
					Check Total
					\$2,331.85
Voyager					
	58659	869344283614	4/27/16	Vehicle Fuel	\$2,518.50
					Check Total
					\$2,518.50
Whistle Workwear					
	58660	288685	4/27/16	partial uniforms - Utt, Morse	\$168.97
	58660	288685	4/27/16	partial uniforms - Leach, Schorsch	\$213.13
	58660	282769	4/27/16	uniform samples	\$56.01
	58660	282769	4/27/16	partial uniform - Deleuw	\$49.14

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	58660	282769	4/27/16	partial safety uniform - Allen, Galde	\$88.40
	58660	288681	4/27/16	Safety Vests for EOC - Mike Johnson	\$255.41
	58660	292873	4/27/16	safety vests, misc uniforms	\$73.68
	58660	292873	4/27/16	safety vests, misc uniforms	\$24.56
	58660	292873	4/27/16	safety vests, misc uniforms	\$49.12
	58660	292873	4/27/16	safety vests, misc uniforms	\$24.56
	58660	292873	4/27/16	safety vests, misc uniforms	\$29.47
	58660	292873	4/27/16	safety vests, misc uniforms	\$29.47
	58660	292873	4/27/16	uniform - Leach	\$187.62
	58660	292873	4/27/16	sample return	\$-55.98
Check Total					\$1,193.56
Washington State Patrol					
	58661	I16007012	4/27/16	Background Fingerprint fees March 2016	\$177.00
Check Total					\$177.00
Zumar Industries					
	58662	0181594	4/27/16	tow away signs	\$284.41
Check Total					\$284.41
Batch Total					\$563,688.96
Washington State Department of Revenue					
	ACH	March 2016	4/13/16	Excise Tax	Check Total \$29,706.40
Total All Batches					\$609,712.00

I hereby certify that the goods and services charged on the vouchers listed below have been furnished to the best of my knowledge. I further certify that the claims below to be valid and correct.

City Treasurer

WE, the undersigned council members of the City of Snohomish, Washington, do hereby certify that the claim warrants #58567 through #58662 in the total of \$609,712.00 through April 27, 2016 are approved for payment on May 3, 2016.

Mayor

Councilmember

Councilmember

Councilmember

CONSENT ITEM 7a

Schedule of Checks for the Checks Issued Since the April 19, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
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CONSENT ITEM 7b

Date: May 3, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **2016 Kla Ha Ya Days Special Events Permit**

Kla Ha Ya Days (Festival) has applied for a Special Event Permit for the 2016 Festival celebration. The event is proposed for Wednesday through Sunday, July 13-17, 2016. This event is unique among all events held annually in the City as it has been sanctioned as an official City festival by the City Council. However, a contract (Attachment A) is recommended for this event in order to stipulate all major aspects of the City's services, payments, and regulatory requirements. There are no planned changes to the event footprint from prior year.

STRATEGIC PLAN REFERENCE: Initiative #7B: Work with community and business partners to enhance and expand signature events in the area.

RECOMMENDATION: That the City Council **AUTHORIZE** the City Manager to sign a Special Event Permit and Contract for the Kla Ha Ya Days Festival July 15-17, 2016.

ATTACHMENTS:

- A. Special Event Permit Contract
- B. Schedule of Events

ATTACHMENT A



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE λ SNOHOMISH, WASHINGTON 98290 λ TEL (360) 568-3115 FAX (360) 568-1375

SPECIAL EVENT PERMIT AND CONTRACT BETWEEN CITY OF SNOHOMISH, WASHINGTON AND KLA HA YA FESTIVAL July 13-17, 2016

The following is an agreement between the City of Snohomish (herein referred to as the “City”), and the **Kla Ha Ya Festival, a Washington Nonprofit Corporation** (hereinafter called Festival) permitting the Kla Ha Ya Festival Special Event in the City of Snohomish.

WHEREAS, the City finds that the application for special event and compliance with this contract meets the requirement of City Code, including but not limited to SMC Chapter 5.10 relating to Special Event Permits; and

WHEREAS, the Kla Ha Ya Festival has operated over 100 years and proposes to do so again in July 2016; and

WHEREAS, the City Council finds that the Kla Ha Ya Festival provides distinct benefits to the City including economic development, a recreational resource to the citizens, and promotes tourism to the community; and

WHEREAS, the City Council finds that the considerations the City provides are more than adequately recompensed by the promises of the Kla Ha Ya Festival and the public benefit to be derived from this agreement; **NOW, THEREFORE**,

1. Responsibilities of the City.

1.1 City Facilities

(a) On Friday through Sunday, July 13-17, 2016, the City shall provide use of the following streets for the noted times:

Friday, 8 a.m. through Sunday, to 8 p.m.

Avenue A from First Street south to gazebo, 00 block

(allowing local business access on Friday until 6pm)

CONSENT ITEM 7b

Saturday, 3 a.m. to 2 p.m.

Parade route from City Maintenance yard along First Street to Lincoln Avenue
Avenue A between First Street and Second Streets (*marked Local Access only*)
Avenue B between First and Second Streets (*marked Local Access only*)
Avenue C between First and Second Streets(*marked Local Access only*)
First Street from Cedar Avenue to Lincoln Avenue
First Street from Avenue D to Lincoln Avenue

Saturday, 2 p.m. to 9 p.m.

First Street from Avenue A to Maple (*allow local access to Cedar*)

Saturday, 3 a.m. through Sunday, to 8 p.m.

Union Avenue from City Hall parking lot south exit to First Street
Glen Avenue from Union Avenue towards Second Street to mid-block east
parking lot entrance
Pearl Street between Glen Avenue and Maple Avenue
Cedar Avenue between Pearl and First Streets (*parking for west side of 801 First St. must be open*)
First Street from Avenue A to Maple (*allow local access to Cedar*)

(b) The use of all streets listed above will be used by the Festival from *curb to curb* to be used for vendor booths, food court, fun runs, parade, competitions, street fair, staged music, car and motorcycle show within the road closure area. The use of the sidewalk shall continue to be used by the City as follows: pedestrian and business access and egress to all storefronts and residences.

1.2 Facilities/Inspection

All use and configuration of structures, booths, and other permanent or temporary facilities used in the event shall be limited to the right-of-way as permitted and inspected and reviewed by the Building/Fire Official/Public Works Director or designee. Prior to the event, the parties agree to determine that the facilities in use comply with the provisions of State and local law, as well as to insure that no lasting or permanent damage shall be done to any public facility or property.

All private and public property utilized for the event shall be set up and ready for inspection by the Building/Fire Official **no later than 9 a.m.** The inspectors shall note all potential problems and shall require the Festival to correct them. Prior to the opening of the event the Festival shall correct all problems or shall remove facilities if they fail to meet requirements. Vendors requiring inspection but not set up when the inspector comes through will not be allowed to open. *The special event inspection fee is \$50/hr for Building/Fire Official, as set by resolution.*

The City in accordance with lawful authority under statute or ordinance may use its discretion to cancel such event or to prohibit the attendance of the general public in certain areas where there appears to be a threat to life, health, or property.

CONSENT ITEM 7b

1.3 Additional/Other responsibilities of the City

- (a) Portable Stage inspection at First Street and Avenue A (**stage shall not block intersection**)
- (b) Police supervision
- (c) Water hookups + hydrant hose bibs
- (d) Street banners and signs inspections – permits – fees
- (e) Electrical power sources – Inspections of extension cords of temporary power sources or portable fuel tanks
- (f) Grease traps – filters for storm drains

2. Festival promises in consideration to the use of facilities and services above described.

2.1 The Festival shall provide a Certificate of Insurance with endorsement to the City Clerk no later than Friday, June 24, 2016, evidencing commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury, and property damage. The City must also receive a certificate of insurance with endorsement for the Liquor Liability insurance in the amount of \$1,000,000 per each occurrence in addition to the General Liability requirement for special events liability coverage and endorsement referenced above. The City shall be named as an additional insured on both the Commercial General Liability and the Liquor Liability insurance policy, and a copy of the endorsement naming City as additional insured shall be attached to the Certificates of Insurance. The insurance policy shall contain a clause stating that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability. The insurance shall be primary insurance as respects the City. In the event that the Festival receives notice (written, electronic, or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Festival shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

2.2 The Festival shall defend, indemnify, and hold the City, its officers, agents, employees, elected officials, and volunteers harmless from any claims, injuries, damages, losses, or suits including attorney fees, arising out of or in connection with the performance of this agreement, including actions or inactions of persons participating or providing services in the event or from spectators, citizens, and other persons attending the events, except for injuries and damages caused by the sole negligence of the City.

2.3 Neither the Festival, nor any officer, agent, or employees, shall discriminate in the provision of service under this contract against any individual, partnership, or corporation based upon race, religion, sex, creed, place of origin, or any other form of discrimination prohibited by federal, state, or local law.

CONSENT ITEM 7b

2.4 Hours

(a) Set up hours are Friday, July 15, 2016 starting at 8 a.m. for Avenue A from First Street south to gazebo, 00 block and starting at 3 a.m., Saturday, July 17, 2016 for the other approved street closures.

(b) General hours of operation are 8:30 a.m. to 9 p.m., Saturday, July 16, 2016; 9 a.m. to 5 p.m., Sunday, July 17, 2016.

(c) Tear-down of booths shall be completed and streets shall be re-opened at 8 p.m., Sunday, July 17, 2016.

2.5 Security

(a) The Festival shall provide one security guard during the hours that the event is not in operation to reasonably secure the area and facilities provided. In addition, the Festival shall provide professional security guards specifically assigned to monitor the beer garden. The beer garden barricade must meet all the Washington State Liquor Control Board regulations.

(b) City shall have no responsibility or liability for the provision of security services nor shall it be liable for any loss or damage incurred by the Festival or participants in this event.

2.6 Fire

The Festival shall provide fire watch for all times in and around the booths and displays open to the general public as part of this event. The Festival shall self enforce fire watch. Copies of the *Fire and Life Safety Requirements* have been provided to the Festival.

initial

2.7 Portable Toilets

The Festival shall provide sufficient portable toilets. Portable toilets will be discretely placed at City Hall parking lot, Carnegie Building parking lot (105 Cedar Avenue), Avenue A cul-de-sac, and three sites along parade staging area on west First Street, and remain at those locations for the length of the event. Handwashing sinks will be placed at the Avenue A cul-de-sac. Portable toilets and sinks will be scheduled for pick-up within 24 hours after event.

2.8 Utility Services

(a) Garbage Service

Garbage service shall be contracted and paid for by the Festival.

Containers shall consist of: a 20-yard garbage dumpster placed at the south end of Avenue A; a 20-yard dumpster in the Carnegie parking lot at 105 Cedar Avenue a 15-yard cardboard recycle bin in the City Hall parking lot; and 55-gallon containers clearly labeled for either garbage or recycling along First Street.

CONSENT ITEM 7b

All temporary containers must be removed from the Special Event area and City Hall parking lot within 48 hours after the last day of the event. Those dumpsters on private property shall be picked up in a timely manner to avoid odor and vermin complaints. The Festival shall ensure all solid waste containers are placed on property approved for such containers by the City and the property owner. The Festival shall provide immediate clean up of any spilled containers upon notice from the City, the Festival's event staff, abutting property, or local business owners.

(b) Water

The Festival may request use of water hookups for use of (food) vendors or handwashing sinks on hose bibs on hydrants located at the Avenue A cul-de-sac on the attached site map. The Festival will assure that all washing occurs at washstands.

(c) Power/Electricity

The Festival may request use of power/electricity by connection to power utility poles. Prior to connection, the Festival must provide the City with proof of permission from PUD.

(d) Sanitary Sewer

The Festival may request use of sanitary sewer located at the Avenue A cul-de-sac for disposal of wastewater generated by vendors. A portable grease trap shall be located at the southern end of Avenue A for use by food vendors in accordance with City's wastewater disposal policy. Grease traps or rendering barrels shall be provided by the City. Storm drains are to be covered with filter fabric to capture grease and debris. The City will provide filters for all storm drains and the Festival will assure that all washing occurs at washstands.

2.9 Clean Up/Promotional Sign/Material Removal

Upon the completion of the event, the Festival shall make adequate provisions for the clean-up and restoration of all sites rented or provided under the terms of this agreement.

2.10 Permit Fees

The Festival shall pay to the City all permit fees for the above and shall reimburse the City for actual costs of supplies or services furnished by the City within thirty (30) days of mailing of a final bill by the City.

2.11 Signage – Permits and Approval

The Festival shall be responsible for placement of all signage for the event and any sign permit fees. Said signage shall comply with the City's sign regulations and must be approved by the City.

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2.12 Police Services

The City will provide the required man-hours of Police Services for the Special Event. As a condition of event approval, the Festival will provide the Police Department with a list of Festival point of contact names including phone numbers so the Police can contact a sponsor representative during the event as needed.

2.13 City to Pass Through Certain Other Costs and Expenses

The Festival shall pay all costs and expenses related to utilities, electric power, services provided by the Fire District, and necessary inspections estimated to be \$200 (4 hours for the Building Official).

2.14 Traffic Control

(a) The Festival shall contact the Public Works Maintenance and Operations Manager no later than Wednesday, July 8th , to develop a traffic control plan to be implemented for this event. The Plan shall include 72-hour posting of street closures, the use of barricades and traffic control signs, and barricade and traffic control sign attendants. The Festival will rent available City barricades at a total cost of \$542 to be paid by the Festival. The City will provide Public Works employees needed for barricade pickup and drop-off for the event, and any traffic revision signage. Barricades are to be placed on time (3 a.m.) with towing to start at 6 a.m. **All barricades are to be manned by Festival personnel and remain so until streets are opened up again to regular traffic.**

Barricades will be manned at all times of operation, including 8 a.m. to 8 p.m. Saturday and 10 a.m. to 5 p.m. on Sunday. Any barricades moved for the parade shall be put back in place immediately after the last parade unit passes through. A list of volunteers manning each barricade is to be provided, including contact cell phone numbers.

The Festival is authorized to control the event parking for traffic control, event staging and configuration per the plan set forth above. Where appropriate, the Festival is authorized and responsible to arrange for the towing of vehicles violating the posted Event parking restrictions. The Festival may use the tow company of their own choosing for Event towing purposes. Towing company must have a current business license with the City. The Festival shall be responsible for all towing appeals made by the Event Sponsor. In addition to other Indemnifications in 2.2 of this agreement/permit Festival hereby agrees to indemnify, defend and hold the City harmless for all costs and damages related to Festival tows.

(b) Traffic control flagging and any traffic revision signage for the parade will be provided by the City at the intersections of Avenue D and First Street, and Lincoln Avenue and First Street. Public Works employees will be used for the parade. At parade end, participants will be allowed through the intersection of First Street and Lincoln Avenue to the parade disbursement area along Lincoln Avenue at flagger direction. Parade entries are not allowed to go through the parade route more than once. Parade participants are not allowed to throw candy from moving vehicles to the parade spectators.

(c) Festival to coordinate with other law enforcement agencies such as County Sheriff for affected county roads including Airport Way at Lowell Larimer Road to avoid

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traffic back-up on the bridge; and the state Department of Transportation to provide signage on SR 9 advising of traffic congestion.

(d) A twenty-foot (20) emergency access is to be maintained at all intersections. No fire hydrants are to be blocked.

(e) Festival will be responsible for any towing required. List of towing companies used for impound process to be filed with Police Department prior to the event.

2.15 Licensing/Permits

(a) The Festival will ensure that all food booths and vendors have the necessary city, county, and state permits required for handling food or sales, including but not limited to Health District food handling permits, business license, and state UBI number. Health District shall perform operating inspection at the food vendor court. The Festival will coordinate with Department of Labor and Industries for any electrical inspections and permits.

(b) All vendors will be required to have special event business licenses. Applications and license fees to be turned in to the City from the Festival no later than Monday, July 13th. Applications will not be accepted at City Hall from individual vendors. Festival to pick up special event business licenses no later than Friday, July 17th. Business licenses to be posted by 9 a.m. Saturday, July 18 at time of inspection by Building Official. The Festival will also make vendors aware of the City's sales tax code 3115 for proper credit to the City for any sales tax paid to the state. Vendors without necessary permits will not be allowed to operate.

2.16 Schedule of Events

The Festival will attach a final schedule of all planned events for proper coordination of City support resources to this contract. Any events occurring that are not listed on the schedule may be closed down or removed by the City, and may be cause for denial of any future special events requests by the applicants.

2.17 Organization

Festival President shall remain accessible at all times. A complete organizational chart including supervisors by function with responsibilities listed and contact information including cell phone numbers shall be provided no later than July 8, 2016.

3. Sole Agreement; Amendments to Agreement. This written agreement shall be and is the sole understanding of the parties. No prior oral or written representation shall alter the terms of this contract unless specifically incorporated by reference and attached hereto. All amendments to this contract shall be in writing signed by both parties and made prior to the date that they purport to be effective.

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Dated this 3rd day of May, 2016.

CITY OF SNOHOMISH:

Kla Ha Ya Festival:

Larry Bauman, City Manager

By: Linda Davis

Its: President

Date: _____

Attest/Authenticated:

Pat Adams, City Clerk

Approved as to Form:

Grant K. Weed, City Attorney

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ATTACHMENT B

Schedule of Events

WEDNESDAY, JULY 13TH

5P – 10P Carnival – *Harvey Field*

THURSDAY, JULY 14TH

4P – 10P Carnival – *Harvey Field*

3P – 7:30P Farmers Market – *1st & Cedar*

FRIDAY, JULY 15TH

2P – 11P Carnival – *Harvey Field*

3P – 7P Frogstastic Kids Fair – *Snohomish Station Village, 2801 Bickford*

SATURDAY, JULY 16TH

8A – 6P Soccer Tournament – *Stocker Fields*

10A PNW Battle of the Flags Youth Football Flag Invitational- *SHS High School*

10A – 6P Street Fair – Nearly 100 Craft & Vendor Booths – *Glen & Union and Pearl & Cedar*

10A – 9P Food Court – *Avenue A Gazebo*

10A – 8P Skydiving Demonstrations – *Harvey Field*

10:15A – 10:30A Kids Parade- *1st & Ave. D*

10:30A – 1P GRAND PARADE – *1st Street from Ave D to Maple*

11A – 11P Carnival – *Harvey Field*

1P – 9P Main Stage Music – Beer & Wine Garden – *Avenue A Gazebo*

12P – 8P Salmon Barbecue – *Hill Park, 1610 Park Ave.*

1:30P – 2P Baby Crawl – *1st between Union & Ave A*

2P – 3P Ice Cream Eating Contest – *1st between Union & Ave A*

2P – 4P Kid's Sawdust Treasure Hunt – *1st between Union and Cedar*

2P – 4P Frog Jumping Contest (\$5 entry) – *1st & Ave A*

3P – 4P Watermelon Eating & Cherry Pit Spitting Contest – *1st between Union & Ave A*

3:30P – 4:30P Pie Eating Contest – *1st between Union & Ave A*

5P – 9P Bingo – *Snohomish Senior Center, 506 4th St.*

5:30P-6P SEF Kids Run – *1st & Avenue A*

6P – 9P Kla Ha Ya Beats 5k-10k Run – *1st & Avenue A*

SUNDAY, JULY 17TH

8A – 6P Soccer Tournaments Finals – *Stocker Fields*

8A – 9A Tai Chi – [*Kla Ha Ya Park*](#)

9A – 3P [*Car & Motorcycle Show and Shine*](#) – 1st from Maple to Avenue A, Union, Glen, Pearl and Cedar

9A – 3P Main Stage Music – Beer & Wine Garden – *Avenue A Gazebo*

9A – 3P Food Court – *Avenue A Gazebo*

10A – DUSK Skydiving Demonstrations – *Harvey Field*

10A PNW Battle of the Flags Youth Football Flag Invitational – *SHS High School*

11A – 3P Sunday Farmers Market – *3rd & Lincoln*

11A – 8P Carnival – *Harvey Field*

12P – 1:30P Yoga in the Park – [*Kla Ha Ya Park*](#)

12P – 8P Salmon Barbecue – *Hill Park, 1610 Park Ave.*